

LIVERPOOL'S ROYAL COURT

Executive Assistant

Job Information Pack

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Liverpool's Royal Court

Liverpool's Royal Court Theatre has been producing high quality, accessible theatre for over 18 years. We present real Liverpool lives on stage and celebrate all that is good about Liverpool's rich culture. We became an Arts Council National Portfolio Organisation in 2018. The theatre is one of the largest producing theatres in the North of England and we are proud to be recognised as successfully engaging non-theatre audiences and participants from some of the most deprived social and economic areas of the UK.

Belief

That our brand of theatre production and participation programmes can be enjoyed by most people, and have a powerful impact on their lives, whether they have had previous theatre experiences or not.

Vision

We make a difference to people's lives through entertainment, emotion and education.

We put Liverpool lives on stage and present our work in a unique way to engage non-traditional theatre audiences.

We enrich the lives of our audiences and participants culturally, socially and economically by connecting people to Liverpool.

Mission

To become a key organisation through which audiences can develop a love for theatre in all its forms.

To be known throughout the UK as a leading producer of quality theatre and inspiring engagement programmes for non-traditional theatre audiences.

To truly embed Equality, Diversity and Inclusion into our organisation and programmes.



About the Job

This is a new role in the organisation that will support the theatre's CEO, Board and executive team including trustees, Finance Executive Officer and Exec Producer. The role will focus on supporting the CEO in the day to day operation of the organisation including fundraising, grant monitoring and data collection for evaluation purposes.

Job title: Executive Assistant

Responsible to: Chief Executive

Location: Liverpool's Royal Court, 1 Roe street, Liverpool, L1 1HL

Contract: Permanent, full-time

Salary: £30,000 - £35,000 depending on experience

Hours: 40 per week, including some weekend and evening work to attend Theatre shows and events

Staff Benefits

- 28 days holiday per year (including Public Holidays)
- Pension contributions
- Health and Wellbeing Support
- Access to the Perkbox platform with retail discounts and a range of other perks
- Access to multiple discounted travel to work schemes to suit most employees
- Complementary tickets to all main house shows
- An invitation to dress tech night for all main house shows
- Staff discounts on meals and drinks in our café and bar

Key Tasks

Administration

1. Calendar Management:

- Manage and coordinate the CEO's schedule, including meetings, appointments, and travel arrangements.
- Anticipate and prioritize the CEO's needs, ensuring optimal use of time.

2. Communication:

- Act as the primary point of contact between the CEO and internal/external stakeholders.
- Draft, edit, and proofread emails, documents, reports and presentations on behalf of the CEO.

3. Meeting Coordination:

- Arrange and coordinate executive meetings, ensuring all necessary materials and information are prepared.
- Arrange and coordinate Board meetings and Board sub-committee meetings.
- Take minutes during meetings and distribute action items accordingly.

4. Confidentiality:

- Handle sensitive information with the utmost discretion and maintain a high level of confidentiality.

5. Document Management:

- Organize and maintain electronic and hard copy documents, ensuring safe storage of important documents.

6. Special Projects:

- Assist the CEO in various special projects and initiatives, providing research and support as needed.

Fundraising

1. Fundraising, Research and Monitoring

- Assist the CEO and fundraising team with research for funding applications and cultivation campaigns.
- Develop and maintain a proactive prospect pool of potential funders in conjunction with the CEO and fundraising team.
- In conjunction with the CEO and fundraising team collate and compile funding applications and reports.
- Work with the fundraising team, CEO and senior management team to continue developing the theatre's case for support, fundraising collateral, supporter crediting and events.
- Provide regular reports and updates on fundraising activities to the CEO and stakeholders and Board.

2. CRM and digital records

- Ensure finance and other colleagues are updated through agreed processes on fundraising income raised.

3. Donor Stewardship and Reporting

- Demonstrate to funders and donors the impact of their support on audiences and communities through the creation of compelling project reports. When necessary, provide evidence including showcasing outcomes, case studies and achievements to supporters.
- Prepare thank-you letters and donation receipts, ensuring accuracy and timeliness. Additionally, oversee the monitoring of reporting deadlines and requirements and donation reports in conjunction with the CEO and fundraising team as needed.

The successful candidate will have (essential criteria):

- Proven experience as an Executive Assistant, Fundraising Officer or similar role, supporting C-level executives
- An enthusiasm for administration and/or fundraising
- Evidence of a proactive attitude to work and the ability to take the initiative
- 1-2 years' experience of administration, fundraising and/or marketing
- Evidence of strong verbal and written communication skills
- Excellent organisational and multitasking skills
- Evidence of self-motivation
- Proficient in Microsoft Office Suite and other relevant tools
- Sense of humour



How To Apply

If you think that you meet all the requirements to be a successful candidate, please send us the following:

- An up-to-date CV
- A supporting statement which details why you want the role, how it fits in to your longer-term career plans and how you feel you meet the expectations of the JD, ensuring that you address each point under the 'successful candidates will have' section above
- The names and contact details for two referees, one of whom should be your current or most recent employer, if possible. We will not contact any referees without your prior permission
- We will offer an interview to all disabled applicants who meet the essential criteria within the person specification
- Completion of our EDI form which will help the organisation to be more diverse

If you require further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements please email Abishek Devadas on abishek@liverpoolsroyalcourt.com

We would appreciate it if all candidates could complete the EDI form to help the organisation to monitor diversity across the organisation. We particularly welcome applications from people from the Global Majority for this post.

We're committed to creating a comfortable and inclusive environment for all candidates, so please let us know if you need any accommodations or special arrangements for the interview.