



## JOB DESCRIPTION

**ROLE:** Executive Assistant / HR Administrator

**SALARY:** £27,000

**HOURS:** 35 hours per week

**CONTRACT:** Permanent

**RESPONSIBLE TO:** HR Manager

## JOB OVERVIEW

The Executive Assistant / HR Administrator covers three key areas:

- Providing excellent executive support to the Chief Executive, including diary management
- Providing administration support for the organisation governance cycle, including board and sub-committee meetings
- Providing administrative support throughout the employee lifecycle under the guidance of the HR Manager

## DUTIES AND RESPONSIBILITIES

### Executive Assistant duties

Manage the Chief Executive's diary and arrange internal and external meetings as required

Monitor the general Administration enquiries mailbox

Liaise with funders, partners, trustees and other stakeholders on the Chief Executive's behalf

Arrange travel and accommodation requirements including preparing travel itineraries. Manage the company travel accounts e.g. Trainline Business

Meet and greet visitors and provide refreshments

Arrange the Governance cycle of meetings including Board and Committee meetings, Leadership Team and Company Meetings

Take minutes at various meetings, primarily full Board and Committee meetings, including attending and arranging some meetings off-site

Maintain up to date records of other Board governance documents

Distribute Board papers in a timely manner and record responses to various requests

Keep the trustee sharepoint up to date ensuring trustees can access the required information

Set up meeting spaces, including moving equipment and furniture safely

Set up virtual meetings using Teams / Zoom and ensure attendees have all required details for the smooth running of such meetings, including arranging access provision as required



Support in the recruitment and induction of new trustees

Be responsible for the purchasing and stocktaking of the RET's stationery provisions

Drafting and proof reading of various documents

Perform general administrative duties to include but not limited to; photocopying, data entry, minute taking, and scanning of documents

Assist with administration for ad-hoc projects and support strategic activities as required by the Leadership Team

### **HR Administrator duties**

Under the guidance of the HR Manager:

Assist the HR Manager in the onboarding and induction of new starters, and ensuring the new starter is on all RET electronic systems, their desk and computer is set up, they are on our fob system etc

Collect and record Right to Work documentation for core staff, short term staff and casual staff, in accordance with RET's privacy policies

Assist in the maintenance of up to date Sage employee records, including ensuring data stored is current (annual leave, absence management, training dates) uploading documents, and running reports. Archiving and deletion of records as required in line with RET's privacy policies

Facilitate DBS checks, as required, liaising with the HR Manager and Safeguarding Lead. Keep RET DBS tracker records current

Carry out general HR administration as required e.g. preparing employee letters in relation to annual salary changes

Manage the Recruitment inbox, and responding to all enquires

Assist in the administration of recruitment and selection process including advertising of vacancies, preparing applications for shortlisting, invitations to applicants, coordinating the interview process, communicating the outcome to unsuccessful applicants

Assist in the organisation of ad hoc HR events, as required.

Maintain and ensure complete confidentiality of any data encountered during day to day activities in accordance with the General Data Protection Regulation 2016 and to deal with matters in a sensitive and appropriate manner.

### **DUTIES & RESPONSIBILITIES OF ALL TEAM MEMBERS**

- Be aware of other teams' work, to help achieve RET's aims. Work well with colleagues across the organisation.



- Engage with projects and events led by other teams (such as Development events and Press Nights)
- Work to the Equality and Diversity policy of the RET and help to achieve the Theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy
- Work to other guidelines, procedures and policies provided by the Company
- Take part in working groups and training sessions as required
- Take part in ongoing evaluation and reflection of our work
- Support RET's sustainability aims
- Develop learning around different cultures and be conscious of the barriers people face coming to the theatre. Aim to provide a considered experience for all RET visitors

### CORE COMPETANCIES

- Previous experience within a PA/Secretarial role or senior role within a charity or similar environment
- Excellent minute taking skills and the ability to capture information accurately
- Experience of writing communications, departmental and Company announcements
- Strong administration, organisational and IT skills
- High level of confidentiality, tact and discretion
- Exceptional attention to detail
- Professional manner and proactive approach

### DESIRED COMPETANCIES

- An active interest in the arts and live performance
- Understanding/previous experience of HR processes and the employee lifecycle

### WHAT WE WILL PROVIDE

- A supportive, inclusive, and collaborative working environment. We will consider everyone's needs and improve where we can
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing
- Personal and professional development opportunities



- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing
- A stimulating and creative workplace where everyone's opinions and ideas can be shared
- Competitive salaries and opportunities to contribute to pensions
- Access to mental health and wellbeing services

## RET VALUES AND BEHAVIOURS

We are invested in the people we work with and their values and behaviours. We want all our team to display and live by the following principles:

### ACCOUNTABLE

- We take ownership of our own part and are accountable for our own decisions.
- We trust others to be responsible for what they do, and how they do it, to drive the aims of RET and its future.
- We will challenge people and practice, as well as support them, to achieve our aims especially in our active commitment to removing discrimination.

### HONEST

- We will ask difficult questions, feel empowered to do so and give and receive feedback, even if it is difficult to say or hear. This is vital for equality, diversity, and inclusion.
- We will be empathetic and demonstrate emotional intelligence.
- We will apologise if we have done something wrong – and move on.

### OPEN

- We will develop the appetite to learn and grow, so that we can be truly open to anyone and everyone.
- We will be collaborative, flexible and adaptable in how we do things and get "stuck in" if we see others need help.
- We will welcome innovation and show entrepreneurship where we can.