



Fairfax House

YORK

The finest Georgian town house in England

JOB DESCRIPTION

JOB TITLE: Personal Assistant

LOCATION: Fairfax House, York

ACCOUNTABLE TO: The Director, Fairfax House

SALARY: £18,000 -£22,000 pro rata per year (or £8.50-£10.50 per hour)

CONTRACT TYPE: Permanent (dependent on a 3 month trial)

CONTRACT HOURS: Part-time

HOURS: 24 hours (3 days)

JOB SUMMARY:

The Personal Assistant (PA) will work closely with the Director providing efficient administrative support. They will support the Director in their efforts to reach targets and deliver strategic goals, enabling them to make the best use of their time by dealing with secretarial and administrative tasks. The PA will need to develop extensive knowledge of the organisation, the aims, activities and events in which Fairfax House engages. On many occasions the PA will be given delegated tasks and responsibilities to follow through, essential to the running of the museum and its events and activities programme. It is to be expected that the Director will rely heavily on their PA, and therefore it is essential that they can trust that work will be handled efficiently in their absence. Discretion and confidentiality are essential attributes.

Main duties and responsibilities:

- Providing a high quality secretarial and organisational support service.
- Receiving and dealing with telephone calls professionally, re-directing or taking messages and using initiative to deal with queries.
- Sorting, distributing and responding or drafting responses to incoming correspondence in a timely and efficient manner.
- Providing support for Fairfax House Museum Board meetings including preparing agendas and meeting papers, taking accurate and concise minutes and noting action points.
- Word processing correspondence, writing emails, transcribing notes, faxing, copying, creating spreadsheets and printing documents.
- Organising and maintaining effective filing systems and data management.

- Liaising with clients and suppliers, setting up meetings as appropriate and maintaining good communications on behalf of the Director.
- Organising and maintaining diaries and making appointments, ensuring the Director is well-prepared for meetings.
- Providing high quality and professional office hospitality to visitors.
- Screening phone calls, enquiries and requests where appropriate.
- Organising travel arrangements, booking accommodation and preparing travel itineraries for event lecturers, museum couriers, and the Director, when necessary.
- Managing guest lists, invitations and acceptances for exhibition openings and special functions.
- Assisting with marketing activities including managing client databases, organising large-scale mail-outs to clients and organisational members, booking advertisements and sending press releases to the media.
- Updating the Fairfax House website and working with volunteer supporters in the regular updating of other Fairfax House-related website listings.
- Assisting in the recruitment process of new staff, managing job advertisements and applications, organising interviews and administering CRB checks.
- Carrying out specific projects and background research, and presenting findings.
- Any other duties as may reasonably be required.

Summary of requirements

You will have experience as a Personal Assistant to senior management with excellent secretarial and organisational skills. You will be a strong team player with exceptional interpersonal and communication skills and have the ability to demonstrate initiative. Diplomatic and discreet in approach, you will be able to manage a complex and demanding workload, be able to work to deadlines and have the ability to assimilate large quantities of written and verbal communication quickly. Above all, you will need to be well-organised, capable of turning your hand to a variety of tasks and are calm under pressure whilst capable of thinking on your feet.

Skills

- Multitasking
- Technology skills
- Discretion
- Enthusiasm and drive
- Professionalism
- Adeptness and reliability
- Listening and communication
- Organisation
- Good memory
- Flexibility
- Efficient
- Self-motivated
- Highly IT literate with knowledge of all MS Office programmes
- Polished communications skills – both verbal and written
- Able to prioritise tasks
- Excellent planning skills
- Accurate reporting skills

Information

Fairfax House also provides the offices for York Civic Trust. It is important for successful operations that the Director's PA liaises with other administration-focused roles across the organisation, such as that of the Office Manager and Finance Assistant, as well as working closely with Fairfax House staff in the delivery of this role.