

WATERSHED

Job Description

April 2022

Job title: Executive Administrator

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is **Inclusive - We are people led**. We listen to and engage with the broadest range of people. This letter lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

Before you apply

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have worked in a commercial or education setting - which are very transferable contexts. If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process). They would be pleased to help you think this through. Please request this by emailing hr@watershed.co.uk (we will not ask you to disclose your background).

We believe our work will be stronger with greater diversity and welcome applications from those who bring balance to our team. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

Timeline

The closing date for all applicants is: **Thursday 12 May 17:00**

We will contact all long-listed candidates by: **Monday 16 May**

In order to broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the basic criteria for a short online interview on **Friday 20 May**. This will be an opportunity for you to ask us more about the role, and for us to hear more about your you.

We will then hold second interviews on **Friday 27 May**.

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.



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We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making. Thank you for your interest in Watershed.

Clare Reddington
CEO

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Position: Executive Administrator, Full time, Permanent (*full time preferred but flexible terms will be considered for the right candidate*)

Grade: 2 £31,350 per annum

Responsible to: CEO

Location: Hybrid (2 days per week at Watershed, 3 days per week homeworking)

Purpose of Job

We are looking for a highly organised Executive Administrator to support our CEO and the wider leadership team. The role sits at the heart of an inclusive organisation, seeking to navigate the opportunities and challenges of recovery and growth. You will thrive on detail and enjoy problem solving, playing a pivotal role in ensuring smooth flow of communication across teams.

The role also supports the management of Watershed's Board and will assist with the project management and coordination of Watershed 40 – a series of events and projects to celebrate Watershed's 40th birthday.

Principal Responsibilities

Personal Assistant to CEO

- PA support for the CEO including managing diaries and emails, undertaking research for meetings, taking minutes, following up actions and organising UK and international travel.
- Act as first point of contact for the CEO, dealing with complex requests and enquiries in a friendly, sensitive and accurate way.
- Working across all Watershed departments and with external organisations where necessary, organise and assist with key events, which will include planning logistics, managing invitations and supporting the running of events.
- Project management and coordination of discreet projects or events led by CEO
- Assist with financial processes for the CEO, which will include tracking expenditure and dealing with invoices and expenses, in liaison with the Finance department.

Administration

- Efficient administration and planning of Watershed Board and its Committees throughout the year, in liaison with the Executive Team, and in relation to the organisation as a whole. This includes working closely with the Board's Chair and with each Board member (and external Committee members) to ensure clear

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communications and management of practical aspects e.g. circulation of Board papers. The Executive Administrator acts as the Board's key point of contact.

- Assist with copywriting, proofreading, presentation and filing of funding applications and reports for key stakeholders such as Arts Council England, British Film Institute and Bristol City Council.
- Arrange and attend key meetings throughout the year, setting schedules, preparing meeting rooms and taking and circulating minutes.
- Support the wider Executive Team in maintaining records of urgent matters arising and their current status, plus undertaking general research and administration duties, when possible.
- Assist the Development Manager with administration and research in support of Watershed's fundraising strategy

Key Performance Indicators

- Communications are dealt with professionally and sensitively
- CEO's schedule is effectively prioritised and managed
- Effective and efficient coordination of the Executive Team and the Board
- Timely and effective production of strategic documents, key funding applications and reports

Skills & Experience

- Proven experience as a PA, Executive Assistant, or similar
- Strong written and verbal communication skills
- Excellent interpersonal skills with the ability to build good relationships with a range of people
- Excellent organisation skills with proven experience of managing complex and demanding workloads
- Competent at balancing a range of demands and prioritising effectively

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

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| Inclusive | We are people led. We listen to and engage with the broadest range of people. |
| Open and Honest | We provide a culture and environment that is trusting, trusted and trustworthy. |
| Make Things Happen | We approach opportunity and challenge creatively, collaboratively and with a can do attitude. |
| Entrepreneurial | We are inventive, try new ideas, experiment, learn and share. |

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| Celebratory | We celebrate culture, creativity and wonder. |
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Additional information:

- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.
- Watershed is a COVID-secure environment working to Government guidelines to ensure that the workplace is safe for our employees



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.