



ASSISTANT TO THE DIRECTORATE
(Full Time, 40 hours per week, Permanent)

THE WALLACE COLLECTION

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

SALARY

£22,994.33 to £28,555.07 per annum depending on skills and experience.

LOCATION

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN

OVERALL PURPOSE AND ROLE

The Assistant to the Directorate (AD) provides effective support to the Senior Management Team (SMT), which includes the Director of the Wallace Collection (WC), the Director of Development and the Director of Finance and Resources. The role will ensure the smooth running of the Director's Office and provide a professional and welcoming face to external contacts.

The AD schedules recurring activities as well as reacting to the changing needs of the day to day running of the office, projecting a professional and confident image even when under pressure. In addition, the AD acts as the main point of contact for the office of the Chairman, the Board of Trustees, and to all WC departments as far as they relate to the Director's Office.

The AD works closely with the Development Office and is expected to help support the Development Team with early morning views, private visits, and any other events (early morning or evening) that they are organising.

Main Responsibilities

Diary Management

- Managing the Director's diary, including arranging and co-ordinating meetings and appointments, and supporting the other members of SMT with their diaries.

- Ensuring members of SMT are properly briefed before meetings and provided with all necessary documents.
- Creating and managing the calendar of meetings for regular meetings at the Collection (including all staff meetings, Heads of Department meetings, etc.), collating items for the agendas and circulating agendas and follow-up notes.

Office Administration

- Handling the Director's post, sorting and actioning relevant correspondence; drafting replies and/or answering queries on the Director's behalf.
- Overseeing incoming and outgoing post for the Wallace Collection.
- Receiving incoming calls, and e-mail enquiries for the Director's Office.
- Monitoring the Collection's Freedom of Information (FOI) inbox and drafting responses to FOI requests with support from the relevant member of the SMT.
- Ensuring the safe keeping of all confidential information and documentation.
- Dealing with telephone enquiries and public enquiries.
- Filing documents and correspondence for SMT.
- Keeping the Collection's CRM (Microsoft Dynamics) up to date with the Director's contacts and mailing lists.

Board of Trustees

- Organising and preparing Trustee meetings, including preparing and circulating relevant documents, booking meetings, and arranging refreshments.
- Acting as the main point of contact between SMT, the Chair's Office and the Trustees.
- Collating, editing, and producing quarterly reports for the Trustees in liaison with all WC departments and the Director, and circulating action points following Trustee meetings.
- Updating all relevant sections (Governance and Board) of the WC website.
- Organising and preparing for all subcommittees of the Board of Trustees, including Audit Committee and Research Committee. Support with the Collection's external fundraising committee, the Wallace Development Board.
- Taking minutes for the following meetings - Board of Trustees, Audit Committee, and Research Committee and circulating to relevant parties for agreements.

Events

- Coordinating the mailing for private views for the Wallace Collection's major exhibitions, monitoring acceptances and producing and circulating guest-lists.
- Supporting the SMT at the museum's evening receptions and other work-related functions and events.
- Supporting the Development Team at early morning previews, daytime tours, and evening events (these may be at the Wallace Collection or at external venues).

Other

- Communicating clearly and transparently with colleagues, and fostering excellent relationships with all teams across the Collection.
- Assisting with any other duties where required by the SMT.

Key Relationships

- The Directorate (SMT): The Director, the Director of Development and the Director of Finance and Resources
- Chair and the Trustees of the Wallace Collection
- The Development Team
- Heads of Department

Reporting Structure

The role has a dual reporting line to the Director of the Wallace Collection and the Director of Development.

Person Specification

Essential

- Experience working as a PA or Executive Assistant in a similar, fast-paced environment.
- Highly developed organisational and communication skills.
- Ability to prioritise, problem-solve and act on own initiative.
- Ability to act with confidentiality and discretion, representing the Collection and its core values.
- Advanced knowledge of Microsoft Office and databases.

Desirable

- Good knowledge, written and spoken, of a European language, particularly French.
- Experience of working in the charitable or arts sector with an understanding of the relationship between arts organisations and the government.
- Experience in taking minutes.

Salary, Benefits and Working Hours

The Salary for this post is within the range of £22,994.33 to £28,555.07 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

Applicants will be considered should they wish to apply for the role under a part time working schedule.

HOW TO APPLY

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight Sunday 22nd May.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on either 30th/31st May. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: Late June

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.