

Personal Assistant to RSCM Director

Job Title	Personal Assistant to the Director
Appointment	25 hours per week (5 hrs per day, Mon-Fri) FTE 0.7 equivalent
Salary	£23k-25k FTE, depending on experience. (£16.1k - £17.5k)
Responsible to	RSCM Director
Key Relationships	Other senior management, Executive Officer
Job Purpose	To provide administrative support to the Director along with other functions.
Location	RSCM Head Office, Sarum College, The Close, Salisbury SP1 2EB/Hybrid

Main Duties and Responsibilities

Diary management, including booking internal and external in person and online meetings, and maintaining electronic diary system – including scheduling meetings across different time zones.

Act as first point of contact for the Director, dealing with a wide range of enquiries appropriately.

Email management using priority screening system – alerting Director to emails requiring urgent action and removing any unnecessary emails.

Booking of most cost/time efficient travel for the Director, arranging accommodation and visas where necessary (predominantly UK, but some complex international trips also undertaken) – producing detailed itineraries when necessary.

Administrative support to Council and sub-committees in terms of scheduling meetings, compiling agendas and papers for circulation, minuting of main Council and other sub-committee meetings.

Development work in respect of organising and project managing events i.e liaising with venues re booking/logistics, keeping track of budgets, compiling guest lists/sending out invites, all pre-event preparation and post event follow up.

Development work in respect of liaising and developing relationships with HNWI's, major donors and Parliamentary offices.

Administration of RSCM Honorary Award process, from receiving nominations through to arranging Scrutiny Panel decision meeting, to dealing with award recipients up to and post Awards Ceremony.

Dealing with all expenses and claims for the Director in terms of credit card breakdowns and expense reclaim inc appropriate cost coding.

Email and letter drafting/writing.

Meeting preparation and ad hoc research.

Maintaining database and other records of significant interactions between the Director and Volunteers, Members, Donors, Branches (International) and other organisations

Carrying out research and assisting with other ad-hoc projects as required.

Liaison with all RSCM departments on behalf of the Director.

Working Pattern

Routine hours to be 5 hours per day at times as agreed with the Director. There will, however, be some flexibility required around this.

Person Specification

Essential

- Minimum 2 year's PA experience at senior management level.
- Exceptional interpersonal and communication skills, including dealing with other high profile offices.
- Confident IT skills, including experience of working with Office 365 (including Outlook, Word, Excel, PowerPoint, Teams etc.)
- Complete discretion and confidentiality as dealing with sensitive information.

Desirable

- An understanding of the mission, work and ethos of the RSCM.
- Understanding of church music and church structures.

Personal Qualities

- Ability to operate under own initiative.
- Strong communication skills.
- A completer-finisher
- Ability to work flexibly and to manage conflicting priorities along with fast changing deadlines.

This appointment is made subject to:

- Completion of RSCM Safer Recruitment process, (including references and satisfactory completion of the RSCM's Confidential Self-declaration Form). Safeguarding training to be completed once in post.
- Right to work in the UK

RSCM works to positively promote the importance of effective safeguarding, holding to the Christian belief of valuing each person as someone who bears the image of God and is loved equally by God, and therefore should be protected from harm.

Information for applicants

The Royal School of Church Music has its administrative offices in Salisbury, and works to enable the flourishing of church music right across the UK, and internationally through our five International Partners. It has a special and significant role in supporting the Christian church, but is an independent charity. The Director is based in Salisbury for part of each week, but also travels widely and works remotely at other times, and so needs to work closely with Salisbury-based support. More information about the work of the RSCM is available at www.rscm.org.uk.