



JOB DESCRIPTION

Job Title:	Researcher & Executive Assistant to the Deputy Director
Department:	Directorate
Salary:	up to £30,000 per annum, dependent upon skills and experience
Reporting to:	Deputy Director and Directorate Office Manager & Governance Officer

Core Responsibilities

Are you an experienced Executive Assistant with excellent research and writing skills? At the world's leading museum of Art, Design & Performance you can combine your strong administrative background with your ability to carry out research and manage projects within a fast-paced and evolving environment.

Based in South Kensington as part of the V&A Directorate, you will ensure that the Deputy Director is well briefed and prepared at all times, as well as supporting his schedule and work programme with targeted research in the preparation of reports, presentations and articles. The ability to coordinate plans with a wide range of colleagues and departments throughout the Museum, and with external stakeholders, will be particularly important. The EA duties make up approximately 50% of the role.

Background

The V&A enriches people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world. We are a non-departmental public body sponsored by the Department for Digital, Culture, Media and Sport, and a charity exempt from registration under the Charities Act of 2011. The museum operates at arm's length from the Government and is governed by a Board of Trustees appointed by the Prime Minister.

Division

The Deputy Director and COO takes a strategic and operational overview of all museum activities, directly managing the divisions for Commercial, Digital and Exhibitions, Design and FuturePlan, Audiences, Security, Finance and Resources. He is also leading the development of a new 'V&A East' in the Queen Elizabeth Olympic Park, East London, and the expansion of the V&A's international strategy.

The Deputy Director & Chief Operating Officer is supported by:

- General Counsel & Secretary to the Board of Trustees
- Directorate Office Manager & Governance Officer
- Researcher & Executive Assistant to the Deputy Director

Main Tasks

1. To undertake a wide range of research tasks to support the Deputy Director/COO in his role, in particular the preparation of briefing notes, reports, interviews, articles, press-releases, presentations and speeches, often at short notice;
2. To research potential new projects and partnerships, both in the UK and overseas, taking a proactive role in establishing new networks and opportunities for discussion and debate;
3. Attend internal and external meetings on behalf of the Deputy Director and provide a synopsis of the discussion. Travel in London and further afield may be required from time to time.
4. Responsible for planning and managing the diary of the Deputy Director/COO, including travel arrangements, both within the UK and overseas, ensuring that he is well prepared for meetings and that time is used as efficiently as possible;
5. To be the primary point of contact for all enquiries and correspondence relating to the Deputy Director/COO, overseeing an effective system for filtering, prioritising, actioning and tracking all points of contact with stakeholders, and liaising with colleagues across the museum to draft responses as necessary;
6. Act as Secretary to the Trustees' Visitor Experience Committee, and other trustee sub-committees and/or executive steering groups as required;
7. To contribute proactively to the general running of the Directorate office, carrying out other ad-hoc duties as requested, and providing support to the Directorate Manager/Governance Officer as required;
8. As part of the broader administration of the Deputy Director/COOs office, to maintain efficient and accurate electronic filing systems, process expenses claims and manage project expenditure and other budgets as required;

PERSON SPECIFICATION

Essential Requirements:

1. Significant experience of researching and drafting speeches, articles and presentations on behalf of a board-level (or high-profile) individual;
2. Substantial experience of providing executive-level support in a busy and demanding office environment;
3. Outstanding written and verbal communication skills: very high standards of written and spoken English, with the ability to write and edit with accuracy and flair;
4. Ability to research and absorb new subject matter quickly to give clear and concise briefings.
5. Experience of project management of events, seminars and workshops (for example);
6. Excellent inter-personal skills: demonstrable experience of dealing with people at all levels and consistently maintaining a pleasant and professional demeanour. Tact and discretion are important as some matters will be highly sensitive or confidential;
7. Excellent organisational and administrative skills, including complex diary management;
8. First-class IT skills, including Microsoft Office: Word, Outlook, Excel and PowerPoint;
9. Ability to prioritise a complex work load and respond flexibly to changing circumstances quickly and calmly;
10. Capacity to work with considerable independence, though within a team framework.

Desirable Requirements:

1. Educated to degree standard, or equivalent;
2. Experience of editing publications;
3. Experience of responding to Press enquiries;
4. Knowledge of or interest in the V&A, art and design, and cultural heritage.

OTHER INFORMATION

Hours/Salary

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be up to £30,000 per annum, dependent upon skills and experience. Salaries are reviewed on an annual basis. Normal V&A promotion rules apply.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits include:

- Non-contributory life assurance policy (to value of 4 x annual salary)
- An interest free season ticket or bicycle loan is available after completion of your probationary period
- Free entrance to all the major museums and exhibitions in London as well as many others
- Subsidised staff restaurant
- Discounts on purchases in V&A shops

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

We are committed to promoting equality, diversity and inclusion through all our employment policies and practices. For this role, we particularly welcome applicants from those who are significantly underrepresented at the V&A such as men and individuals from black and minority ethnic communities, who meet the requirements of the person specification.

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for application is 21 October 2019

Interviews are planned for w/c 4 November 2019

Interview expenses will not be paid unless there is a prior agreement.