



PA to the Chief Executive

Job Description

Fèis Rois is one of Scotland's leading traditional arts organisations. We have a busy year-round programme of events, workshops, classes and performances, which take place across Ross-Shire, as well as nationally and internationally.

We are looking for an individual with strong administrative skills, who is competent, discreet and professional to support our Chief Executive. The post holder will support the Chief Executive at a senior level, but must also be prepared to undertake general administrative tasks as part of a varied role in a busy, creative environment. Fluency in the Gaelic language is desirable, but not essential.

You may already have direct experience of working as a PA, or have gained transferable skills from working in a similar role. Applicants are encouraged to apply if they are able to meet the majority of the requirements within the candidate specification. This is an exciting opportunity for the right candidate to join an innovative and well respected arts organisation in a high level support role, through which they will be able to gain an understanding of the strategic and operational activities of the organisation.

Summary of responsibilities

Assisting the Chief Executive

- Providing full and efficient support to the Chief Executive by running her diary and arranging meetings;
- Acting as the first point of contact for all general enquiries for the Chief Executive;
- Maintaining a detailed and accurate address book of all the Chief Executive's contacts;
- Managing the Chief Executive's correspondence and responding to phone, email and written enquiries;
- Meeting visitors for the Chief Executive and providing refreshments as requested;
- Arranging travel and accommodation for both the Chief Executive and the artists involved in projects she leads on;
- Preparing any necessary documentation for meetings, including Board meetings;
- Taking Minutes for Board and other meetings as required;
- Carrying out ad-hoc research and gathering of data as required by the Chief Executive;
- Assisting the Chief Executive on a number of projects and on any other duties as necessary.

Contributing to Press Releases and Events

- Maintaining a detailed and accurate database of press contacts and guest lists for Fèis Rois events;
- Sending out press releases and guest invitations and collating responses;
- Welcoming guests, including press, politicians and funders, to Fèis Rois events.

Finance

- Recording and monitoring the Chief Executive's use of the company credit card, travel receipts and any other expenses in a timely manner for the Office Manager.

Other duties

You will be required to carry out any other duties requested by the Chief Executive which are reasonable requirements for the job of PA to the Chief Executive at Fèis Rois

As a member of Fèis Rois staff you will be required to contribute to the implementation of certain company policies, including Equal Opportunities, Health & Safety, Carbon Management, Gaelic Language and Child Protection. You will also be expected to take your share of responsibility in the ongoing improvement of these policies and for contributing to the overall profile and reputation of Fèis Rois. As a large part of the work of Fèis Rois is with young people, you will be required to complete an Enhanced Disclosure through the Protection of Vulnerable Groups (PVG) scheme.

Candidate Specification

We do not expect a candidate to have experience of all the areas listed below, but preference will be given to candidates who can demonstrate experience in a number of the areas.

Experience

- Experience in a secretarial, PA or administrative role; or relevant experience in a similar role with transferrable skills;
- A high standard of written English;
- Fluency in, or a working knowledge of, the Gaelic language;
- Numeracy and confidence with budgets and basic financial administration;
- Fully computer literate with excellent word processing skills, a thorough knowledge of Microsoft Office, email & the internet.

Personal Qualities

- A willingness to support the Chief Executive in all aspects of their role;
- A passion for traditional music, Gaelic culture and the work of Fèis Rois;
- A calm, efficient, friendly and professional manner and the ability to get on with a wide range of people;
- Well organised and efficient, and able to demonstrate excellent time-management skills in managing your own workload and prioritising tasks appropriately;
- Discreet and tactful, especially when handling sensitive or confidential information;
- An honest and reliable character;
- Patience, shows initiative and common sense.

Remuneration and Hours of Work

The post is offered at 21 hours per week at £22,000 pro rata. The hours can be worked either as three full days, or flexibly over five days.

Your place of work will be the Fèis Rois office at 16/17 High Street, Dingwall, IV15 9RU. On occasion, you may be required to attend Fèis Rois projects or meetings away from the office.

To apply for the post, please send a CV with covering letter to Fiona.dalgetty@feisrois.org. The closing date for applications is 5pm on Friday 29th March. Interviews will take place on Thursday 4th April 2019.