



Malaphors: Y Canu Chalkydri, Chapter, 2020. Photo: Ric Bower

JOB DESCRIPTION

Post Title: Personal Assistant

Salary: £22,318 Pro Rata

Contract: 32hrs per week (TOIL). Some evening and weekend work will be necessary

Department: Strategic Management Team

Reports to: Strategic Management Team (SMT)

Responsible for: No direct reports

ABOUT CHAPTER

- Chapter is an outstanding centre for contemporary arts and culture based in Cardiff.
- We are a hub for the production and presentation of world-class work that is accessible for all. The venue comprises theatres, cinemas, a gallery, rehearsal & hire spaces, an award-winning café bar and more than 50 studio spaces for artists and creative companies.
- Each year we present more than 2000 events and programmes which attract over 700,000 visitors to the centre.
- We're committed to showing the best art, performance, and film from Wales, and from the world to the widest possible audience.
- Founded in 1971, Chapter is both a Charity and a Limited Company. Chapter (Cardiff) Ltd represents the Charity, while Chapter (Trading) Ltd is a wholly owned subsidiary of Chapter Cardiff through which we run the café bar.
- The Chapter group is not for profit and is funded through a mix of earned income from ticket sales, café bar, hires and rents alongside funding from organisations such as the Arts Council of Wales, the British Film Institute and Welsh Government.
- Chapter Group employs about 80 people and has a turnover of c.£3.5 million per year. The café Bar has a turnover of c.£1.7 million per annum.
- We are employee focused, through our benefits, policies and practices, and are proud to be a Real Living Wage Employer.



Ugly Bucket Theatre: Good Grief, Production image

PURPOSE OF THE ROLE

The post holder is responsible for providing high quality, professional administrative support to the Strategic Management Team (SMT) to enable them to meet their operational needs and business objectives.

SPECIAL CONDITIONS

Occasional evening and weekend work is required of this post to cover Chapter Board meetings (the main Board meeting is held every two months from 6-8pm, with sub-committees meeting once a quarter on average, in the early evening).

This job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to the duties which may vary (after discussion with the postholder) subject to the needs of the organisation, and in keeping with the general profile of the post.

THE IDEAL CANDIDATE

Our ideal candidate is someone with experience in a similar role or who can demonstrate strong administrative and organisational skills. You'll enjoy working in a busy, sometimes challenging environment and will value confidentiality.

You'll have excellent communication skills, with good attention to detail and a high level of IT literacy. You'll be adaptable in different and sometimes unexpected situations, and able to work to tight and often changing deadlines, remaining calm and focused under pressure. You'll thrive in a team but will also be able to work on your own initiative when required.

Our venue is for everyone, and we welcome applications from everyone. We particularly encourage those from people from a Black, Asian and Minority Ethnic background or who are D/deaf or disabled as they are currently under represented in our workforce. If you wish to discuss reasonable adjustments for this role, please indicate this on your application form and we will be in touch with you.

AREAS OF RESPONSIBILITY AND KEY TASKS

- Assist SMT to service Chapter's Board of Directors and its sub-committees, preparing and circulating agendas, papers, and minutes of meetings. Providing a point of contact for Board members requiring information.
- Prepare correspondence for SMT and undertake other administrative tasks including photocopying, filing, post, PR, research, general enquiries, etc.
- Organise and attend meetings and events ensuring strong attention to detail and timely preparation.
- Assist during meetings and/or presentations, and ensure all pre-requisites are arranged such as refreshments.
- Manage all electronic and paper-based filing and archiving systems in an efficient and accurate manner.
- Co-ordinate the organisation of special events and receptions.
- Maintain an accurate and up-to-date filing system for SMT to include papers, bids, responses to external bodies and review papers etc.
- Assist with the preparation of the charity's business and project plans.
- Assist the Director of Finance in ensuring that company records are properly kept, including minute books, files and statutory records with Companies House and Charity Commission. Collating information for PRS and PPL returns.
- Assist SMT in collating reports, returns, funding evaluations and other items in a timely and organised manner.

Miscellaneous

- Any other duties as reasonably required by the SMT.
- To be familiar with all relevant Health and Safety, operational, personnel, customer care, Data Protection, and financial procedures, ensuring that all statutory obligations are complied with, especially in relation to licensing laws and first aid.

PERSON SPECIFICATION

Essential

- Excellent communication skills
- Good administrative and organisational skills
- Attention to detail
- Good knowledge of Microsoft Office packages: Word, PowerPoint, Excel, databases
- Understanding of the needs of confidential working

Desirable

- Experience of committee work and minute taking
- Experience of working in an arts organisation/charity
- Communication in the Welsh Language

ABOUT THE BENEFITS

Chapter is a flexible and friendly employer, offering hybrid working and flexible hours.

Staff benefits include:

- 5.6 weeks of holiday per annum, including bank holidays, pro rata for part-time positions.
- Chapter operates a contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company.
- 20% off food and drink in the café bar.
- Enhanced Maternity and Adoption Pay, after a year's service.
- Welsh at Work scheme.
- Two free cinema tickets a month.
- Access to an Employee Assist Programme.
- Complimentary tea/coffee in our office space.
- Complimentary lunch when working in the building.
- Support for continuous development.
- Eye Care for DSE.
- Secure bike racks.
- Staff parking.
- Staff socials.

Art Car Boutique, Chapter, 2011. Photo: Jon Pountney

