



Executive Assistant to the CEO

Job Application Pack

September 2024

Executive Assistant to the Chief Executive



Welcome

Thank you for your interest in Bournemouth Symphony Orchestra (BSO) and the role of Executive Assistant to the Chief Executive.

I have an unshakeable belief that music has the power to change people's lives. I have personally witnessed it.

You will be joining a highly committed team of people who work hard to support each other in helping to realise the Bournemouth Symphony Orchestra's mission "*To be a Cultural Beacon at the heart of our communities, in and beyond the concert hall.*"

I joined Bournemouth Symphony Orchestra 12 years ago because of its high artistic values, outstanding Chief Conductor Kirill Karabits, and its international reputation. Its tradition of world-class music making had captured the respect and regard of audiences far and wide.

Since then, the BSO has gone from strength to strength. The organisational approach, created by the people who work here, enables the BSO to continue to thrive, to further its award-winning Participate programme and establish an outstanding in-house digital team. With a new artistic team at the helm including Mark Wigglesworth as Chief Conductor, and Chloé van Soeterstède as Principal Guest Conductor it's an exciting time to be joining the orchestra.

As a member of the Chief Executive's Office you will be working in a unique role where you can be a part of helping to shape the future of one of this country's most remarkable organisations.

A handwritten signature in black ink that reads "Dogie Scarfe." The signature is written in a cursive, flowing style.

Dogie Scarfe OBE DL
Chief Executive

About Bournemouth Symphony Orchestra

'The cultural heartbeat of the South West.' Darren Henley, Chief Executive of Arts Council England

One of the UK's best-loved orchestras, Bournemouth Symphony Orchestra is known for championing the role of culture in people's lives. Based at Lighthouse, Poole, the Orchestra has residencies in Bristol, Exeter, Portsmouth, Southampton, and Yeovil, and performs in towns and villages across the region. It is the largest cultural provider in the Southwest of England, serving one of the biggest and most diverse regions in the UK.

Celebrated globally for his outstanding musicianship, extraordinary interpretations, and breadth of repertoire, **Mark Wigglesworth's** appointment as Chief Conductor builds on the BSO's reputation for the highest quality music-making. The Orchestra boasts an enviable list of named conductors, including Principal Guest Conductor **Chloé van Soeterstède**, **Marin Alsop**, **David Hill MBE**, **Kirill Karabits OBE**, and **Andrew Litton**.

Committed to new music, the BSO has presented premiere performances of works by Franghiz Ali-Zadeh, Jonathan Dove, Magnus Lindberg, Anna Korsun, Elizabeth Ogonek, Shirley J. Thompson OBE, Mark-Anthony Turnage and Kate Whitley in recent years – and its **Voices from the East** series has been recognised for unearthing lost symphonic works from eastern Europe and central Asia.

The BSO is known for championing access to high-quality music for all and leads hundreds of community-based events each year, from its award-winning work in health and care settings to partnerships with schools and music education hubs. In the 2024/25 season, it deepens its reach into local communities, including: a new residency in **partnership with NHS Dorset**; an expansion of its creative health work; and the extension of the **BSO Young Associates community music** training scheme. Following international attention for igniting change, **BSO Resound** – the world's first professional disabled-led ensemble at the core of a major orchestra, and winner of the 2019 Royal Philharmonic Society's Impact Award – continues to challenge perceptions.

For further information about the BSO please visit bsolive.com

Living in the South West

Voted the best place to live in the UK in 2014 with miles and miles of sandy beaches, some of the best weather in the UK and the longest life expectancy in Britain, Dorset makes for a happy home. With over half the county designated as an Area of Outstanding Natural Beauty, no one can deny that Dorset is truly something special. The county also boasts 5 country parks too. Brownsea Island in Poole Harbour was voted Britain's favourite nature reserve in 2013 and the area around Wareham is recognised as the most botanically rich in the UK.

Dorset has nearly 100 miles of coastline with award winning, golden sandy beaches and Dorset's great outdoors provides a green gym, which is simply unrivalled in the UK.



Dorset has 364 more hours of sunshine throughout the year in comparison to the UK average.

With two Oscar winning Universities, Bournemouth has one of the fastest growing tech sectors in the UK.

Executive Assistant to the Chief Executive

Role Profile

Name of role: Executive Assistant to the CEO

Reports to: Chief Executive

Main Function:

To provide highly effective, professional and reliable executive administrative support to the Chief Executive and his wider office as well as administrative support to other functions including the Head of Human Resources.

Key Responsibilities:

Chief Executive Administration

Acting as a point of contact, filtering external enquiries and internal queries to the Chief Executive where appropriate and ensuring appropriate action is taken and setting up meetings for the Chief Executive where necessary.

Preparing and typing emails, correspondence, reports and schedules to a high standard and presentation covering the Chief Executive's responsibilities including:

- Arts Council England
- Local Authorities
- Key strategic partners across the South West
- Fundraising
- General

Managing the diary, ensuring the best use of the Chief Executives time, attendance at events and internal and external meetings.

To support and maintain the Chief Executive's relationships with a range of external contacts including members of the Royal Family, Chief Executives of other key organisations and our home venue at Lighthouse, Local Authority officers, Higher Education, Corporate and Trust & Foundation partners, major donors, the Association of British Orchestras (ABO) and other sector bodies, local and national politicians, artists and artist agents as required.

Providing all secretarial facilities for the Chief Executive and Company Secretary, attending meetings as necessary.

Producing travel and meeting itineraries, including researching and booking accommodation and travel.

To communicate with members of staff throughout the organisation on behalf of the Chief Executive.

Executive Assistant to the Chief Executive

To manage the Chief Executive's events – managing invitation administration, guest lists, ticketing, welcome desk, receptions and catering for varied events throughout the year, including season opening parties, press launches, or special concerts. To attend Operations meetings in advance of events and to help co-ordinate events on the evening.

General Administration

Collating information and reviewing materials required for the Arts Council England Annual Survey and other applications. Maintaining delivery and focus against Arts Council England action Plans as required.

Organising, agenda planning, minute taking and progress chasing meetings such as the AGM, Board of Trustees, Board Committees, Health & Safety Committee, Company meetings, SMT away days, Staff meetings and other meetings as required.

Managing the Long Service Award system.

Maintaining a comprehensive and orderly filing system of information material and personnel records relevant to the Chief Executive, Board of Trustees, Company Secretary and Head of HR.

Organising major events and receptions involving invitations, tickets, bookings and running the events on the day as required.

Board of Trustees

Acting as the Secretary to the Board involving arranging Board and subcommittee meetings, timely preparation and distribution of agendas & papers and taking/distributing accurate meeting minutes.

Maintaining and assisting Board members where required, including organising the induction of new board members.

Fundraising

To assist with major fundraising events as required.

To build and maintain a good working relationship with the Fundraising team to ensure the high level donor stewardship between the team and the CEO.

Human Resource Administration

Responsible for organisation of the Administration Team's recruitment and selection process, including the induction of new starters.

Responsible for writing employment offer letters and contracts for all new starters.

Executive Assistant to the Chief Executive

Responsible for the management of the new starter and leaver process in conjunction with Finance Department. This involves the notification of new starters and leavers to the Finance Department as well as the notification of any salary changes or alteration in hours.

Maintaining relevant HR and personnel records to a high standard, ensuring records are as complete as possible.

Management and accurate maintenance of the Absence Management Process in conjunction with the Finance Administration.

Assisting with the organisation and administration of the Company's HR and Health & Safety policies and procedures as indicated by the Head of HR.

Managing HR and Health & Safety administration including the implementation, rolling out and maintenance of our new HR system and Company Intranet.

Drafting and proof-reading employee letters and documents as required.

Responsible (in conjunction with the Head of HR) for the H&S of the BSO. This includes management of Health and Safety meetings, coordination the Risk Assessment Team meetings, ownership of actions, office H&S maintenance and organising training for Fire Stewards, First Aid & Manual Handling.

In conjunction with the Head of HR, updating the Employee Handbook to ensure policies are up to date and in line with any changes in legislation.

Supporting the Head of HR with various Employee Relations such as assisting in the management of the disciplinary and grievance procedure as required.

Undertaking any other appropriate administrative duties as may be required.

Executive Assistant to the Chief Executive

Person Specification

Education & Training

Educated to a minimum of A level standard or equivalent. Essential
Secretarial or IT qualification. Desirable

Experience & Knowledge

Demonstrable experience of working in a PA or senior administrative role. Essential
Excellent minute-taking. Essential
A high level of computer proficiency, including Word, Excel, Outlook, PowerPoint, databases and internet applications. Essential
A demonstrable interest in the arts. Desirable
Excellent standard of written and spoken English. Essential
Travel booking and preparing travel itineraries Essential
Professional experience of arts administration. Desirable
Experience of working with Human Resource Management Desirable

Competencies

Accuracy and attention to detail. Essential
Ability to anticipate and to think several steps ahead. Essential
Ability to prioritise workload, responding flexibly to changing circumstances. Essential
Confidentiality, tact and discretion. Essential
Interpersonal skills with the ability to communicate effectively. Essential
Strong work ethic and commitment. Essential
Ability to work independently and collaboratively. Essential
Commitment to continuous professional development. Essential
Awareness of equality, diversity and inclusion issues relating to the role. Essential

Special Features

Flexibility to work occasional evenings and weekends. Essential

If you would like an informal confidential conversation about the role please contact Natalie Wright on 01202 644704.

Executive Assistant to the Chief Executive

Summary of Terms

Contract	Permanent employment
Salary	£30,000 - £34,000 dependent on experience
Notice period	Three months
Hours	Full-time
Probation	The appointment is subject to a three-month probationary period.
Pension	Personal Pension with an employer contribution (5%) and the option of salary exchange.
Holidays	Annual leave entitlement of up to 22 working days plus days equivalent to statutory bank holidays.
Location	BSO Head Office (Lighthouse, Poole's Centre for the Arts), with some potential for hybrid working.

Additional Benefits

- Life Insurance which provides a life cover of 3 times salary.
- Access to the BSO's health and wellbeing programme
- Medical cover from Bupa, a cash plan scheme providing money for a large range of treatments
- Parking at BSO Head Office – Lighthouse, Poole or equivalent parking permit.
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available.

To apply for this role please send a CV, Cover Letter and completed application form to: Natalie Wright
nwright@bsorchestra.co.uk **by 10.00am Monday 14 October 2024.**

The Application form is available at bsolve.com/jobs