

## **Executive and creative assistant**

### **£16.75/hr (self-employed)**

As an emerging multi-disciplinary creative I am hiring an artistic and personal assistant for administrative and creative support. Initially 17.5 hours a week (2.5 days by agreement – ideally working 10:00-18:00 with unpaid lunch hour) with room for flexibility depending on both of our needs. There will be a starting period of a month but the role is intended to be long-term, depending on workflow and the collaboration we achieve.

You would be working 1:1 with myself as a disabled policy expert and artist, supporting me practically and administratively with managing my working life across both of these fields. This would include office management, including invoicing, calendar and meeting scheduling, project management, managing email correspondence, taking minutes in meetings, and taking dictation or transcribing recordings, including of long documents.

You would be involved with significant emerging creative projects – I have shown work in venues including the Tate Modern, Southbank Centre, Houses of Parliament, Science Gallery, and Barbican Centre. Your role would include supporting creatively by asking interesting and provocative questions as I develop work.

You would also be involved with policy work of national relevance, supporting me in my health and social care policy career, including attending meetings, taking minutes, and managing my calendar.

You would be self-employed and primarily be based from my home office space Lewisham – this is not currently a work-from-home role

### **Overview:**

#### **Tasks**

- Invoice and finance management
- Calendar and meeting scheduling
- Minuting meetings and disseminating minutes
- Project management, deadline tracking, and progress notes
- Time-management support
- Research
- Writing up notes into formal text
- Taking dictation
- Correspondence and note-taking
- Booking and arranging travel
- Proof-reading and formatting documents
- Social media
- Creative support including discussion of ideas and development

**DEADLINE 5PM 18/9/20 – interviews will be as soon after this date as practical. Candidates may be offered an interview before this date, but no job offer will be made until after the deadline**

	Criteria	Essential	Desirable	Assessed
<b>Experience and knowledge</b>				
1.	Educated to degree level		X	Application
2.	Experience working within an office or administrative role	X		Application Interview
3.	Experience working within the arts sector		X	Application Interview
4.	Experience with schedule management and bookings	X		Application Interview
5.	Experience minute-taking in online and/or in-person meetings	X		Application Interview
6.	Experience with invoicing and payments or equivalent		X	Application Interview
7.	Experience of researching, collating, and disseminating information to varied audiences	X		Application Interview
8.	Experience of report-writing and presentation of information in a variety of formats	X		Application Interview
9.	Experience as a d/Deaf or disabled person, or working with d/Deaf or disabled people		X	Application
10.	Understanding of the social model of disability	X		Application Interview
11.	Able to start work immediately, working in Lewisham	X		Application
<b>Skills</b>				
12.	Accurate and rapid typing skills	X		Application Interview Skills-based test
13.	Proven ability to use own initiative to tackle problems and find solutions, particularly around online applications	X		Application Interview

14.	Excellent IT skills and experience of using Microsoft Office software (primarily Word and Excel) and online tools such as Todoist, Dropbox, Mailchimp (or similar tools) and social media websites	X		Application Interview Skills based test
15.	Professional communication style including telephone and email with excellent spoken and written English	X		Application Interview Skills based test
16.	Ability to quickly and effectively understand and integrate information	X		Application Interview
17.	Able to take on the manual and organisational aspects of printing, maintaining a filing system etc	X		Application
18.	Able to support me professionally and discreetly in a variety of environments	X		Interview
19.	Holding a current driving licence		X	Application

**POST APPLIED FOR: Executive and creative assistant (self-employed, £16.75/hr, 17.5 hours/week, Lewisham)**

<b>Personal details:</b>						
Last name						
First name						
Telephone number						
Address						
Postcode						
Telephone number						
Email address						
Do you hold a current UK driving license?	Groups		Expiry		Endorsements (points) if any	

**Job adjustments**

Are there any adjustments to the essential duties in this post that we could make in relation to any disability you may have?

Are there any adjustments to the interview process that we could make in relation to any disability you may have?

**REHABILITATION OF OFFENDERS ACT 1974**

Please note: If the post you have applied for meets the exemption requirements under this Act, all successful applicants will be subject to a criminal records check before the appointment is confirmed. This will include all spent and unspent convictions, cautions, reprimands or final warnings.

Please declare any unspent convictions you have (or all convictions if the post is exempt under the Act) on a separate sheet and mark this box if doing so:

If the post involves contact with children or other vulnerable members of society, or is seen as a position of trust, you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. The disclosure of a criminal record will not disqualify you from working together unless the I consider the conviction renders you unsuitable for this role. In making this decision I will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction, caution or bind over may disqualify you from this role or result in an end to our work should this information come to light in the future.

## REFERENCES

Please give the name, address, and telephone number of two referees, other than personal friends or relatives. At least one must be a recent employer. They will not be contacted until an agreement to work together has been reached, subject to positive references

### Reference 1

Name

Address

Telephone number

Email address

In what capacity do they know you?

### Reference 2

Name

Address

Telephone number

Email address

In what capacity do they know you?

## DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated and for details of any sickness absence over the last 2 years to be obtained. I confirm that I am entitled to live and work in the United Kingdom.

Signed

Typed

Date

**DEADLINE 5PM 18/9/20 – interviews will be as soon after this date as practical. Early applicants may be offered an interview before this date, but no job offer will be made until all applications have been reviewed the deadline**

When completed please email this form to [jobs@jamiehale.co.uk](mailto:jobs@jamiehale.co.uk)

