

# Executive Assistant, ASDC

## Job Description

[www.sciencecentres.org.uk](http://www.sciencecentres.org.uk)

- JOB TITLE:** Executive Assistant to the CEO
- REPORTS TO:** CEO of ASDC
- CONTRACT:** Full or part-time dependent on the candidate
- LOCATION:** ASDC Offices, Central Bristol
- SALARY:** £27,000 – £30,000 pa

### **The UK Association for Science and Discovery Centres (ASDC)**

The UK Association for Science and Discovery Centres (ASDC) is the UK's vibrant national membership organisation that brings together the leading informal science engagement organisations in the UK, including the major science and discovery centres and science museums. Every year in the UK, 20 million people of all ages and backgrounds choose to engage with science at one of the UK's science and discovery centres or science museums. This equates to 385,000 people every week of the year who come to our centres to explore and delve into science in a hands-on, involving and personal way.

ASDC is an educational charity based in Bristol, with an active Board of Trustees from fifteen of the nation's leading science and discovery centres and museums. Our vision is for a society where people are intrigued, inspired and involved with the sciences. Our mission is to bring together the ASDC membership to play a strategic role in the Nation's engagement with science.

To achieve this we work in close partnership with staff at all levels in member science and discovery centres and museums, charitable trusts, research councils, Government departments, industrial partners, and other educational charities across the UK. ASDC is currently running national strategic programmes on Environmental Science and Climate, Space missions including a focus on UK Spaceports and the Moon Landing Anniversary, social equity programmes, physics and engineering programmes and a host of other projects and events.

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### **Hours worked**

This role is offered Full time (37.5 hours per week) or, for the right candidate, part time.

The part-time role is 5 days a week with core hours of approximately 10am – 3pm Monday to Friday. Unfortunately this job cannot be offered on a 3 or 4 day a week role.

**Job description:**

ASDC is seeking an exceptional individual to appoint to the varied role of ASDC Executive Assistant to the CEO. The person we appoint will be flexible, highly motivated, utterly organised, administratively fast, and keen to improve the smooth running and efficiency of the organisation. They will play a key and high-level role in our small, innovative and fast-paced team. They will also be happy to re-prioritise on a regular basis as new opportunities come in.

The Executive Assistant will be responsible for supporting the activities and communications of the CEO and the charity as a whole. This will include Board level meetings, national events such as the ASDC National Conference, AGM and responsibility for updating the ASDC website and organising member communications.

**The role will include:****ASDC organisational support**

- Supporting the CEO and Deputy CEO in sending out updates to member organisations and other partners across the UK.
- To become an expert on our contacts database (Training will be given) and to update this database for all ASDC events and CEO meetings.
- To occasionally liaise with printers
- To set up systems and processes for the CEO and ASDC team which save time
- To take charge of the filing and organise systems that work
- To collate stories from the team, the CEO and others for the monthly ASDC newsletter, and once finalised by the CEO to send out using the online mail service (Send-in-blue)
- Management and control of the ASDC contacts database, including hiring in and managing data input and admin temps from time to time if required.
- Day to day management of the website and learning our CMS (Wagtail) for which full training will be given.

**Supporting the CEO**

- To assist the CEO in arranging quarterly Board meetings, papers and minutes
- To assist the CEO in organising the AGM and Trustee elections annually
- To distribute strategic information to specific staff across the Science Centre network
- To finalise the formatting of funding proposals, reports and documents for the CEO, and to proof-read these submissions.
- To assist the CEO and Deputy with expenses and credit cards (1 hour per fortnight, we have a bookkeeper)
- To update the website with all national and strategic information and news from the CEO, and to tweet these to members
- To assist with specific projects working to the CEO
- Monitoring the CEO's mailbox when the CEO is on leave
- Supporting the CEO with travel bookings, meeting arrangements and administration
- Supporting the CEO by arranging computer updates and fixes with the external IT company (a few times a year)
- To arrange external meetings as required
- To draft responses and occasionally documents on behalf of the CEO
- To undertake other such duties as agreed from time to time with the CEO

### **General office management and administration**

- Ordering of supplies including stationery and equipment
- Managing the information line emails and forwarding where necessary to the relevant team members (1 hour per week)
- To organise catering for some ASDC meetings and events
- Managing office contractors (approx.5 days per year)
- To be the point of contact for our external IT support team
- To assist with recruitment on the occasions we are recruiting
- Undertaking general administration for the organisation, CEO and the office.

### **Supporting ASDC National events**

Please note: The nature of this is dependent on whether the candidate is part time or full time and their experience. ASDC expect to also recruit an events team member in early 2019. ASDC is a small team, so for the national conference the whole team is involved and onsite at the venue for 3-4 days.

- Supporting the CEO and Deputy CEO to deliver national events such as:
  - The ASDC National Conference in September / October each year, in a different part of the UK each year.
  - The ASDC national marketing managers meeting (every 2 years)
  - Training and Leadership calls
  - Any special Moon events (the 50 year anniversary of the first moon landing is on 20-21 July 2018 and ASDC are co-ordinating activities nationally)
  - The Education managers meeting (every 2 years)

### **Essential Requirements**

- A very efficient and speedy approach to administrative tasks, demonstrating exceptional organisation and finding and using time saving approaches at all levels (including new online approaches as they are invented) to ensure we can offer maximum impact in all we do.
- An advanced knowledge of Microsoft Word, specifically in quickly formatting reports and documents, setting up templates for the team, and using all Word functions to a high level to speed up multiple report writing, and leading time-saving functions in this area.
- Excellence in using all Microsoft office.
- Ability to quickly learn and efficiently use our CRM database 'Sheep' (full training will be given)
- Ability to quickly pick up and use online collaborative tools such as Trello, Slack channels, and Basecamp and to use these on a daily basis, and train others if required.
- Ability to use social media, and quickly learn Eventbrite, Survey Monkey, Send-in-Blue and other applications as needed and as they come online.
- Excellence and confidence in working collaboratively with external organisations especially on the phone. This would include excellent interpersonal skills, a friendly positive manner, as well as confidence at representing ASDC in a variety of settings, including with Board members, partners, scientists and our network by phone and in person.

- Flexible and multi-talented, able to run many projects simultaneously and to prioritise effectively and work swiftly.
- Excellent, vibrant written English and grammar with the ability to write engaging, concise content and to proof-read and correct ASDC reports before publication.
- Attention to detail in everything you do, for example compiling lists of delegates with their emails and job titles, and not making mistakes that contravene GDPR.
- Experience in this type of role and or working with a charity.
- **Place of work: We are a very small team, so please understand that only applicants who are happy to be based each day from the Bristol office will be considered.**

### **Desirable requirements**

- A passion for the charitable work we do and for widening access to learning and science.
- A robust knowledge of PowerPoint and Adobe Illustrator with the desire to quickly learn or teach yourself other packages such as Photoshop and InDesign.
- An understanding of the importance of good administrative processes to a national network and a fast-paced charity running multiple national strategic programmes.

### **Person Specification**

This role requires someone who is highly-motivated and would relish the chance to be at the vibrant heart of a national charity. We are a small team and as a national co-ordinating organisation our role involves a lot of admin and databases. The ideal person must be happy keeping these at the leading edge, keeping up-to-date records and leading our small team on this.

- The ideal candidate will be highly-motivated, bright and will relish this opportunity to work at the heart of a national science charity.
- They will be reliable and dedicated, and comfortable re-prioritising work often as new opportunities come in from the national network.
- They will be confident in trying new things, with a keenness for collaborative working as well as innovating and simplifying the online and administrative systems we currently use.
- They will be very personable and will get on easily with others.
- They will be pro-active, and be happy to work both alone on their own initiative and enjoy being part of a small, dynamic team and will be keen to assist all areas of ASDC operations.

### **How to apply**

Please send your CV along with a covering letter saying why you would relish this role working with ASDC to our HR consultant Dawn O'Shea at [dawn@cvelite.co.uk](mailto:dawn@cvelite.co.uk) Please put ASDC in the subject line.

Interview date: This is likely to be Wednesday 19 December 2019

Thank you for showing ASDC your proof of UK residence. Only applicants who have a legal right to work within the UK will be considered.