



# Imperial Society of Teachers of Dancing

## Job Profile - PA to Chief Executive Officer (Maternity Cover)

### Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 120,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical and educational benefits of dance for all.

### Summary of Role

We are looking for a maternity cover for our current PA to the Chief Executive Officer to provide a wide range of professional and efficient administrative services to support the CEO and members of the Executive team.

The PA to Chief Executive Officer (maternity cover) will need to provide reliable and confidential administrative support to:

- Chief Executive Officer (CEO) – **every day** (10:00am-1:30pm)

This role will report directly to the HR Business Partner.

### Key Responsibilities:

The PA to the Chief Executive Officer (maternity cover) will be responsible for the following areas.

#### Executive Team:

- Act as the first point of contact for the CEO for both internal and external business matters, liaising with high profile clients as required.
- Prepare agendas, briefings and minutes for the Leadership Team meetings and ensure that minutes are signed off in an effective, efficient, and time-sensitive manner.
- Set up the board room for the CEO's meetings; printing agenda(s) if required, ensuring refreshments are available and on occasions arranging for catering (to be delivered to the office).



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- Manage the diary of the CEO, ensuring that they are prepared in advance for all meetings and visits and that appropriate time is allocated in accordance with priorities.
- Maintain electronic administrative systems necessary to support the effective and efficient running of the CEO office, (such as the 'Action Log').
- Manage phone calls and correspondence and respond to queries, as directed.
- Co-ordinate and circulate the minutes to all staff, for the weekly Cross-Departmental update (sent every Friday afternoon).
- **Occasional** - Manage travel arrangements/appointments, as and when required.
- **Occasional** - Arrange events and visits for the CEO and Chair and ensure that all associated arrangements are made including notification of attendees, travel, equipment, refreshments and, where necessary, catering.
- Make use of online tools such as *Microsoft Teams* and *Zoom* to set up and facilitate online meetings, when required.
- Any other ad-hoc duties that may be related to this role.

## Person Specification

To take up the role of the PA to the Chief Executive Officer (maternity cover), the individual will need to be engaged and motivated in the work and mission of the Society. Commitment, engagement and reliability are key to fulfilling your responsibility.

The PA to Chief Executive Officer (maternity cover) must demonstrate:

### Essential

- A wholehearted commitment to the mission, values and ethos of the Society.
- A commitment to fairness and to promoting equality, diversity and inclusion.
- Demonstrable experience in providing administrative support.
- A successful track record of confidentially working with internal and external stakeholders at director and trustee level.
- Experience in producing high quality professional communications, especially accurate editing and proof-reading.
- Demonstrable experience of accurate minute-taking.
- A successful track-record of working autonomously in a comparable role.
- Sound experience of establishing positive and productive relationships within organisations and having the tact and diplomacy to ensure these are maintained effectively.
- **The ability to work flexibly, occasionally having to work early or late and be away for occasional meetings/events as required to fulfil the demands of the role.**
- **The ability to work with versatility, meeting unexpected and tight deadlines on occasion, being able to prioritise as required and to work autonomously.**
- **Welcoming and friendly disposition.**



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## **Advantage**

- Previous experience working as a Personal Assistant.
- Knowledge of and an interest in dance education and training and the wider dance arts environment.

## **Working Hours**

This is a part-time role, working 17.5 hours a week, from Monday to Friday, usually from 10.00am to 1:30pm. **This role will be offered on a temporary basis to cover a maternity leave for a period of between 9-12 months.**

Flexibility to attend some meetings and events held outside of normal working hours, will be required (occasional). For example, on some occasions the PA to the Chief Executive Officer, may be asked to vary their hours that day to accommodate minute taking for an afternoon meeting.

## **Additional Information**

- This role will be offered on a Hybrid work basis (2-3 days in the office and the remainder of the week working remotely). When working remotely, the PA to Chief Executive Officer (maternity cover) will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Monday to Friday and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- Hybrid working will be reviewed on an ongoing basis (next review date is September) and employees may need to revert to homeworking, in line with any new government advice.

## **Remuneration**

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £23,000 to £26,999 per annum– full time equivalent), depending on experience. This salary will be pro-rata for the part time hours worked.

## **Training**

The PA to the Chief Executive Officer (maternity cover) will be supported in their new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.

## **Equal Opportunities**



# Imperial Society of Teachers of Dancing

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email: [hr@istd.org](mailto:hr@istd.org)

## **Method of Application**

To apply as a PA to the Chief Executive Officer (maternity cover) please send a letter of application and CV to [hr@istd.org](mailto:hr@istd.org). The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).