



Executive Assistant to the CEO

Location: Gloucester, remote or hybrid working considered

Contract: Permanent

Hours: 3-4 days per week (22.5-30 hours)

Salary: £33-£35K pro rata, depending on experience

Reports directly to: CEO

About Us

The Music Works (TMW) is a Gloucestershire charity that transforms young lives through music. We're specialists in working with young people in challenging circumstances to help them reach their full potential in music, in learning and in life. We work with over 3,000 young people a year in schools and our four community studios in Gloucester, and the Forest of Dean. Our approach is youth-led, with young people involved at every stage of planning and delivery.

Here is an introduction to our work: https://youtu.be/zz14_Zi2POY.

About the role and who we need....

This is a senior executive role to support the CEO achieve the organisational strategic objectives and vision and mission. We are looking for an experienced and proactive Executive Assistant who can act as a trusted partner to the CEO, helping to manage complex priorities, build and maintain key relationships, and drive organisational efficiency. The ideal candidate will bring 3-5 years' executive support experience, demonstrating exceptional organisational abilities and emotional intelligence. You will need to be someone who can anticipate needs, think strategically, and maintain professional discretion whilst handling sensitive information. We're seeking an individual who shares our passion for transforming young lives through music and can effectively represent both the CEO and The Music Works to stakeholders.

Role Responsibilities

We expect applicants to have experience working in a similar role with similar responsibilities, so they will likely be working as an Executive Assistant or have worked as one before. Please give examples of your experience against these responsibilities in your letter and CV.

- Develop a sound understanding of CEO's requirements, priorities, ways of working and uses this knowledge to develop networks, support CEO to make the best use of their time and manage their schedule, calendar, travel and events
- Support CEO to prioritise in line with our strategy, mission and vision
- Proactively manage and grow CEO's network and build the reputation of TMW

- Provide adhoc support to the Executive Leadership Team (currently one other person) when required, including EA support to when CEO is on annual leave
- Use and promote systems to increase efficiency within own role, CEO role and wider organisation
- Input into and help the shape the system requirements for the wider organisation
- Organise and maintain efficient digital and physical filing systems using TMW systems and standards
- Support CEO around prioritisation and ensure that TMW staff and stakeholders are connected to the right people
- Handle all internal and external communications, screening calls, emails, and visitors with professional discretion
- Manage complex administrative tasks including preparing reports, presentations, and handling confidential documentation
- Coordinate between departments and team members to ensure smooth workflow and project completion
- Take detailed minutes during meetings and follow up on action items
- Assist with special projects and additional administrative duties as assigned
- Manage social media communication in a way that builds profile of CEO and wider organisation

Person Specification

- Proactive at developing networks and relationships
- Organised but flexible to the needs of the organisation and CEO
- Self-motivated, disciplined, uses own initiative
- Genuine interest in the organisation's purpose and approach
- Outstanding written and verbal communication skills
- Sound emotional intelligence – is confidence and assertive but supportive and empathic of needs of others
- Resilient and calm, able to create positive working environments
- Proven experience (3-5 years) in a similar or relevant role
- Exceptional organisational and time management abilities
- High proficiency in Microsoft 365, progressive with new technologies
- Strong attention to detail and problem-solving capabilities
- Experience in calendar management and travel coordination
- Professional demeanor and excellent interpersonal skills

Benefits of Working With Us

What we usually say:

- Pension is 3% of basic salary
- Flexible working
- Lots of staff training and development opportunities
- Cycle to work scheme
- Enhanced maternity policy
- Wellbeing and social programme for staff
- Annual leave entitlement: 22 days plus bank holidays plus all the days between Christmas and New Year
- Staff can request additional unpaid leave throughout the year
- An amazing staff team and culture

How to Apply

We value diversity and encourage applications from candidates of all backgrounds. Our commitment to creating a diverse and inclusive workplace means all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

All applications will be anonymised at shortlisting to manage unconscious biases and promotes fair selection practices.

To apply, please submit:

1. Your current CV
2. A detailed cover letter that explains how you meet the person specification and your previous experience in line with the role responsibilities
3. Send your application to recruitment@themusicworks.org.uk

Closing Date: 28th February 2024

Note: Interviews will be held on Wednesday 12th March or Thursday 14th March – please let us know if you are not able to make either of these dates when submitting your application, thank you.

References will be taken up prior to appointment