



Post: PA to Director of Development
Reference: TG2419
Band: 4L
Department: Development
Contract: Permanent
Hours: Full-time
Reporting to: Director of Development
Location: Millbank

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Tate Development office was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. The majority of personnel are based in London with staff in St Ives and Liverpool with an affiliated charity in New York.

This is an exciting time to be joining Tate as we have just launched a new vision and values for the organisation and are about to embark on a five-year plan. Realising our ambitions will require a significant organisational change including increasing the diversity of our workforce and creating an inclusive culture which enables everyone to thrive.

Tate relies on the commitment and talents of a large, diverse team, working across five sites, which includes not just those people directly employed by Tate (through its Tate Gallery, Tate Enterprises and Tate Catering divisions) but also volunteers, freelancers, casual workers, and those working for Tate's outsourced contract providers in security, housekeeping and facilities management. Strengthening leadership and creating a sense of "one Tate" where everyone feels welcome and connected to our overall vision and objectives is, therefore, critical to our continued success.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide PA support and diary management for the Director of Development. The post-holder will play a critical role in ensuring the smooth-running of the day to day administration in the office of the Director and the across the entire Development department.

Main Activities/Responsibilities

Diary and meetings management

- Manage the diary of the Director of Development - arrange all regular and ad hoc meetings, manage relationships with senior internal and external contacts and email meeting requests, and schedule travel plans.
- Prepare and arrange both internal and external meetings, ensuring any appropriate papers are collated in advance and taking minutes of meetings as required.

Database work

- Enter data relating to major donor prospects on the fundraising database to appropriate performance standards, for the Director of Development.

Provide high level Personal Assistant support

- Act as first point of contact for the Director of Development and the Development department, receiving and welcoming visitors; answering, filtering or re-directing telephone calls; taking messages and dealing with general enquiries.
- Manage the diary of the Director of Development - arrange all regular and ad hoc, internal and external meetings, manage relationships with senior internal and external contacts and email meeting requests, and schedule detailed travel plans.
- Assist the Director of Development with the development and active management of their key contacts
- Manage the diary of the Associate Director, Strategy & Operations.
- Prepare Agendas, ensure all appropriate papers are collated in advance of meetings, and take minutes of meetings as required.

Provide high level administrative support

- Provide a flexible and responsive support service to the Director of Development and the Development department.
- Act as direct liaison for the Development department with site Director's offices; tracking all donor meetings ensuring briefings are provided by the team, manage all correspondence, ensuring emails and letters are sent and recorded, coordinate and manage suggested meetings for international travel and be the first point of contact for any Development queries from Directors offices.
- Be a point of contact for Tate Foundation Trustees.
- Work closely with the Chairman of the Tate Foundation and their office to ensure they are well supported in their role.
- Work with the Associate Director, Strategy & Operations to generate all formal information for Tate Foundation Trustees, including meeting administration and papers.
- Liaise with the Head of Legal, Finance Director and other senior colleagues on all Tate Foundation business to ensure timely communication and effective business support, both with regards to individual Trustees business and group activity.
- Provide support on key Development projects as directed by the Director of Development
- Provide research on specific prospects and donors as directed by the Director of Development
- Liaise with internal teams such as Events, Curatorial and Projects when required.
- Attend events when required to meet, greet and assist guests.
- Prepare and maintain appropriate spreadsheets and PowerPoint presentations.
- Process all financial activity records for the Director of Development including purchases, credit card reconciliations, expense claims for the Director of Development and Associate Director, Strategy & Operations, and invoices relating to the Development office.

- Act as a point of contact in the absence of the Director of Development.
- Set up and maintain office systems to ensure they operate effectively and are kept up to date.
- Undertake a range of administrative support tasks including photocopying, taking messages and filing
- Draft correspondence and standard letters and produce reports, minutes and proposals
- Prepare and maintain appropriate spreadsheets and PowerPoint presentations
- Provide additional administrative support for the Development department as required and as directed by the Director of Development
- Carry out any other administrative support duties to ensure the smooth-running of the Development department.

Person Specification

Essential

- Substantial PA experience in an organisation of equivalent complexity to Tate and demonstrable experience of providing high level support to senior staff, including maintaining filing systems, filtering and providing information, organising meetings and managing diaries
- Proactive management of multiple and changing priorities
- Excellent administrative skills – the ability to manage and maintain filing systems, filter and provide information for the Director, organise meetings and manage diaries.
- Excellent written communication skills - the ability to draft letters and reports of a complex nature for a knowledgeable and senior audience.
- Accuracy with a keen eye for detail including demonstrable proof-reading skills
- A flexible and proactive approach to work with strong organisational skills and the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Excellent interpersonal, diplomatic and influencing skills and the ability to deal confidently and appropriately with individuals at the highest-level including handling confidential and sensitive information.
- Ability to inspire confidence and represent Tate well to all audiences
- Ability to work calmly under pressure and to tight deadlines
- The ability to establish effective and mutually-supporting working relationships within the team, with other departments and outside Tate.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect
- Computer literacy – including knowledge of Windows based applications, and ability to use Word, Excel, Outlook, Internet applications effectively and experience of using databases
- An interest and commitment to the work of Tate

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 per annum.

In addition, this post will attract a market rate allowance of £2,000 per annum.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last **3** years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our website.

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Tuesday 23 July 2019 by midnight.**

Our jobs are like our galleries, open to all.

