



**Post:** PA to the Director  
**Reference:** TG2118  
**Band:** 4R  
**Department:** Programme  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Director, Tate St Ives  
**Location:** Tate St Ives, Cornwall

## **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.

Tate in Cornwall is constantly evolving – inspiring and nurturing generations of creative communities in St Ives and beyond. We are a role model for how museums connect with communities locally, nationally and internationally. Through Tate St Ives and the Barbara Hepworth Museum, off site venues and online, we offer rewarding opportunities for everyone to engage with the modernist legacy of St Ives, alongside art and artists from across the world, both historic and contemporary. We support every member of our team to be the best they can be; all of the team are proud to be part of a thriving, sustainable and award-winning organisation.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To provide PA support and diary management for the Director, Tate St Ives. To act as the first point of contact for internal and external enquires as well as undertaking full secretarial and administrative support and assistance.

## **Main Activities/Responsibilities**

### **Reception/General Administration**

- Act as first point of contact for the Director, receive and welcome visitors; filter telephone calls; and deal with general enquiries.
- Sort and manage the Director's post; resolve straightforward queries or obtain additional information before passing to the Director. Proactively follow up actions and chase replies.

- Produce standard letters and correspondence for the Director.
- Make travel and accommodation arrangements for the Director and manage the Director's diary.
- Prepare and arrange meetings, agendas, and take minutes or notes as required and ensure briefing papers are collated and available in advance of meetings.

### **Relationship Management, Hospitality and Special Events**

- Maintaining records and databases as appropriate and liaising with contacts as necessary.
- Liaise with colleagues in the London-based External Relations, Development, Director's Office and Partnerships and Programmes departments to support relationship management at Tate St Ives.
- Act as point of contact for the Director's guests.
- Maintain the Relationship Management System (RMS) and Raisers Edge for the Director ensuring that all records are up to date.

### **Advisory Council**

- Act as the first point of contact for all Tate St Ives Advisory Council members. Co-ordinate the induction of new Council members.
- Co-ordinate and produce the Council papers, draft the Director's report; organise the Council's meetings and produce and circulate minutes.
- Liaise with Tate's Director's Office in relation to Trustees' papers and related activity.

### **Donor relationships**

- Act as a point of contact, manage benefits and support the delivery of related events for Business Members and Corporate Sponsors.
- Support the Development Manager in researching, identifying and cultivating potential individual supporters, to encourage growth of Tate St Ives' donors.

### **Finance**

- Support the cost centres for the Director, update the commitment logs, issue purchase orders, raise and process invoices as required.
- Process the Director's credit card and expense claims.
- Raise pledges and liaise with colleagues in London to ensure Raisers Edge is updated. Monitor the payment of pledges and chase as required.

### **Office Management**

- Ensure office systems for the Director are maintained and that databases, paper and electronic filing are up to date.
- Manage and maintain the onsite office equipment liaising with IS, photocopier, and other contractors as needed.

- Liaise with other staff to ensure a co-ordinated delivery of administrative services across the gallery.
- Support managers in supervision of Administration temps as required.

## **Person Specification**

### **Essential**

- Substantial experience of providing PA support in a busy office environment.
- Excellent administrative skills – the ability to manage and maintain filing systems, filter and provide information for the Director, organise meetings and manage diaries.
- Strong organisational skills- the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Effective interpersonal skills – the ability to communicate effectively and firmly with a wide range of people at all levels inside or outside Tate.
- Effective written communication skills and the ability to draft letters and reports.
- Demonstrable experience of handling confidential and sensitive information.
- Ability to work accurately with financial and numerical data, including experience of using spreadsheets to maintain and monitor financial information.
- Fast and accurate word-processing skills.
- IT skills – ability to use Word, Excel, Outlook, databases and Internet applications effectively
- Good team-working skills – the ability to establish effective and mutually supportive working relationships with other departments and external contacts.
- A self-starter with a proactive approach.
- A positive and flexible attitude to work.
- An awareness of, and commitment to, diversity and inclusion as they affect the operations of Tate.
- 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.

Due to the nature of this role occasional out of hours work will be required.

### **Salary**

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

An appointment to this post will be made at the minimum of the band at £22,774 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](http://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/](http://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 **Sunday, 21 October 2018 at Midnight**. Interviews will be held on **Friday, 26 October 2018**.

*Our jobs are like our galleries, open to all.*

