



Job description

Job title	PA to Heads of Individual Giving & Collection Development and Philanthropy
Department	Development
Contract	Permanent
Salary	£26,959 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Individual Giving & Collection Development

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate, Tate St Ives, Tate Britain, Tate Modern, Tate Liverpool and Tate St Ives), 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.

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

About the role

To provide PA support and diary management for the Head of Individual Giving & Collection Development and the Head of Philanthropy, ensuring the smooth-running of the day-to-day administration work of the Individual Giving & Collection Development and Major Gifts teams.

About your team

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 as well as an independent charity in New York that raises funds in support of Tate's work.

The Major Gifts team has responsibility for generating income from a wide donor pool including major donors, Legacies, and the Tate Patrons scheme.

What you will do

Personal Assistant Support

- Provide PA support for the Head of Individual Giving & Collection Development and the Head of Major Gifts (collectively, "Heads"), including monitoring emails; answering, filtering, or re-directing telephone calls; and dealing with general enquiries.
- Act as a first point of contact on behalf of the Heads for donors and colleagues across Tate.
- Manage the diaries of the Heads: arrange and schedule all regular and ad hoc meetings, ensure relevant papers are collated in advance and take minutes of meetings as required.
- Manage and schedule travel plans for the Heads.

General administration

- Provide flexible and responsive administrative support service for the Heads.
- Process all expenditure for the Heads including invoices relating to the Individual Giving & Collection Development and Major Gifts teams and support effective management of the teams' expenditure records.
- Provide support on key projects and administrative support of the wider teams.
- Liaise with other departments across Tate, such as the Acquisitions Management and Curatorial teams, when required.
- Set up and maintain office systems to ensure they operate effectively and are kept up to date.
- Update the Development database (Raiser's Edge) with information relating to major donor prospects and Heads' interactions to appropriate standards.
- Assist the Heads with the development and active management of their major donor contacts.
- Draft correspondence and produce reports, minutes and proposals
- Undertake a range of administrative support tasks including photocopying, taking messages and filing.
- Prepare and maintain appropriate spreadsheets and PowerPoint presentations.
- Provide research on specific prospects and donors as required.
- Carry out any other administrative support duties to ensure the smooth-running of the Individual Giving & Collection Development and Major Gifts teams.

What you will bring to the team

- Proven experience of working in a senior level PA role in a busy office environment, with experience of providing high-level support to senior staff including organising meetings and managing diaries, filtering and providing information and setting up, managing and maintaining robust office systems

- A self-starter with a proactive approach
- Strong organisational skills, accuracy and attention to detail with the proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines
- Fast and accurate word-processing skills and the ability to use effectively Word, Excel, Outlook, PowerPoint, databases and internet applications
- Familiarity with the use of Customer Relationship Management (CRM) databases to record and manage data and the ability to ensure best use of CRM systems within your team
- Excellent interpersonal skills with the ability to communicate effectively and diplomatically with a wide range of people at all levels, including senior staff and a broad spectrum of external contacts, and experience of handling confidential and sensitive information with absolute discretion
- Effective written skills with the ability to draft letters, minutes, reports and presentation materials
- Numerate with the ability to work accurately with financial information
- Good team-working skills with the ability to establish effective and mutually supporting working relationships with other colleagues inside and outside Tate
- Experience of creating an inclusive and respectful culture within a team and applying principles of diversity and inclusion in building and maintaining relationships with colleagues and donors
- An interest in and commitment to the work of Tate.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

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.

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 Sunday, 23 January by midnight. Interviews will be held on w/c 31 January 2022.

