

LIVERPOOL PHILHARMONIC - JOB DESCRIPTION



LIVERPOOL
PHILHARMONIC

Title:	Executive Assistant
Responsible to:	Chief Executive
Responsible for:	The normal place of work is Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post.
Contract:	Part time (25 hours) / Permanent. There may be an occasional requirement to work evenings.

Principle Role

The role will report to the CEO and is responsible for managing the administration of the Chief Executive's office and contributing to the efficient running of Liverpool's largest music organisation.

Responsibilities and duties

Executive Support

- Manage the Chief Executive's diary, including proactive scheduling and prioritising of meetings
- Provide administrative support to the Chief Executive, including meeting arrangements and correspondence as necessary
- Coordinate travel, logistics, hospitality, and expenses for internal and external meetings
- Liaise confidently with all external stakeholders, on behalf of the Chief Executive
- Manage the organisation and files of the Chief Executive's office
- Manage inquiries with professionalism and discretion

Organisational Support

- Coordinate meetings which involve the Executive team, Leadership Team, and cross-departmental project teams, including preparation of minutes, agendas and papers
- Manage the central co-ordination of communications between the Chief Executive, the Chair and Board members of the Society
- Maintain meeting files for the Board, key committees and internal management teams.
- Oversee recruitment processes and appointments for the Board
- Deal with external telephone calls, visitors and correspondence

- Make all necessary arrangements for other events as directed by the Chief Executive

In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirement of Liverpool Philharmonic.

Person Specification

Experience and qualifications:

- Demonstrable experience providing high quality support to senior management in the private, public or voluntary sector
- Secretarial and office administration and experience

Knowledge, skills and competencies:

- Works well under pressure
- Ability to work independently under own initiative, including to organize and prioritise tasks and multi task where necessary
- Excellent communication skills; written, verbal.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), familiarity with digital collaboration tools (SharePoint and Teams) and knowledge of AI minute-taking tools
- Strong attention to detail
- Ability to act with discretion, diplomacy and tact in complex organisational and political contexts
- Awareness of equal opportunity and diversity principles within the context of the role
- Able to apply critical thinking to resolve problems and challenges
- Ability to remain calm particularly when working to demanding deadlines

Personal style and behaviour:

- To be guided by our vision, to 'enhance and transform lives through music' and to have enthusiasm and commitment to Liverpool Philharmonic's mission.
- To ensure in every aspect of this role, you drive enthusiasm and commitment to our values, which are:
 - Welcoming
 - Ensemble
 - Excellence
 - Passionate about music
- Commitment to Diversity, Equality, Inclusion, and belonging; shows respect for the views and actions of others.
- Flexible proactive approach to working
- Collaborative and team orientated

Please note: This job description reflects the current position. It does not preclude change or development that may be required in the future.



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