



THE ATTINGHAM TRUST
FOR THE STUDY OF HISTORIC HOUSES AND COLLECTIONS

**THE ATTINGHAM TRUST
- EXECUTIVE ASSISTANT -**
(part-time, 15 hours per week)

This is an exciting opportunity to join the small team at Attingham: assisting the executive team, supporting the Trustees, and promoting the internationally-renowned courses. Working closely with the Executive Director, the Executive Assistant role lies at the centre of the Trust, helping to coordinate all the activities of the organisation. The role is based at the Trust's office in London and there is room for flexibility in the hours worked.

About The Attingham Trust (www.attinghamtrust.org)

The Attingham Trust is an educational charitable trust, founded in 1952. It runs specialised study courses for those who are professionally engaged in the study, care and interpretation of historic houses and palaces and their collections and garden and landscape settings, whether they work in the museum, university, historic house, or conservation sector. Its courses are highly regarded by museums, universities, historic preservation societies and architectural practices globally.

Participants come from all over the world to attend the courses, many of them funded by their employers or supported by scholarships funded by The Attingham Trust and other institutions and foundations. Their professional backgrounds range from curatorship and conservation to teaching, research, design, interpretation, marketing and audience development in the heritage sectors.

The main courses offered are the Summer School, the Study Programme and Royal Collection Studies, the latter being a partnership with The Royal Collection Trust. All are residential, and run on an annual basis. Other courses may be run from time to time.

Job Description

This is an excellent time to join the team. Having celebrated our 70th anniversary last year, we are looking ahead to the next decade of our activities, with its new challenges and opportunities. We are now looking for an Executive Assistant to join the small central executive team. In addition to supporting the governance and administration of the Trust, you would be responsible for assisting the Executive Director in all aspects of the Trust's activities, including internal and external

communications, developing and executing a social media strategy, diary and events planning, providing central support for course directors and coordinators, liaising with the American Friends of Attingham and overseas Attingham ‘ambassadors’, and assisting with fund-raising activities. You will need to be proactive, an excellent communicator and enthusiastic to contribute fully to the future of Attingham. The role is vital to the smooth running of the Trust and through regular meetings with the Executive Director, the Treasurer and the Executive committee, you will help shape the direction of the charity.

The position reports to the Executive Director. Other key relationships include the Chairman and the Treasurer. This is an employed, part-time position, 2 days per week (15 contracted hours) and benefits include pension contributions. There can be some flexibility about the hours worked but a regular presence in the office in Cowcross Street, London EC1, is required.

Key Responsibilities

1. Governance – supporting the Chairman and Trustees.
 - Schedule, arrange and support Trustee, Council and Executive Committee meetings; in conjunction with the Executive Director and the Chairman, prepare agendas and meeting papers; circulate in advance; minute the meetings
 - Keep abreast of the Attingham Rules, keeping track of Trust appointment and rotation timetables for Officers and Council members
 - Coordinate content and oversee production of communications, such as Annual Review
 - Act as liaison for Patrons, Trustees, Council and Scholarship Committee members, and keep abreast of changes
 - Manage the archive and ensure it is up to date
2. Central support
 - Responsible for running the Trust’s small office in Cowcross Street, London EC1, for facilitating meetings and for monitoring post and phone calls
 - As the central point of contact for the Trust, responsible for handling all enquiries, whether through the website or post/phone
 - Responsible for IT support and website, including regular reviews and liaison with the external IT support
 - Manage IT and Zoom contracts, set up and manage Zoom meetings and webinars, send out Mailchimps
 - Work closely with course coordinators to oversee arrangements for selection and scholarship committee meetings and circulation of papers
 - Coordinate provision of Attingham supplies to course coordinators, including help with printing and stationery
 - Responsible for the central database, liaising with course coordinators and international ambassadors to ensure it is up to date and with the AFA Administrator for the development of the new international contact system
 - Be prepared to help course coordinators as required
3. Communications and social media
 - Manage and develop Attingham’s online and social media presence
 - Manage, prepare, check, print and distribute publicity for courses
 - Coordinate content, prepare, check, print and distribute Annual Review

- Liaise closely with and be the central point of contact for the American Friends of Attingham's Administrator
 - Liaise with overseas Attingham 'ambassadors'
4. Fund raising and events
- Assist with events planning, speaker arrangements, venue hire, catering, publicity, ticket sales
 - Prepare, check, print and distribute any fund-raising materials
 - Manage external supplier relationships
 - Act as coordinator and liaison for the Attingham Society
 - Provide administrative support for Attingham Society events

Skills and requirements

The ideal candidate should have a demonstrable interest in the heritage and/or arts sectors, perhaps with experience of working in such an environment. It might suit someone looking for a part-time job to run alongside other commitments, for example someone studying for a higher degree. Attingham seeks to foster a culture that recognizes different backgrounds, skills, attitudes, experience and diversity.

Specifically, the candidate should:

- Be able to demonstrate excellent organisational and administrative skills
- Have excellent IT skills, including a familiarity with virtual conferencing software, Webinar, Excel and Powerpoint
- Have an ability to communicate and engage with a diverse range of people at all levels in varied circumstances, in both formal and informal situations
- Be a regular and enthusiastic user of social media, with a readiness to embrace new developments
- Be pro-active and self-motivated, able to prioritise key tasks
- Work comfortably either alone or in a small team
- Be able to work efficiently under pressure and deal with unexpected events and situations
- Demonstrate an excellent command of written English, and the ability to write in a fluent and courteous manner
- Be able to work and think flexibly
- Show attention to detail
- Be enthusiastic about Attingham and its mission and willing to help promote The Attingham Trust, its programmes and events, both in-person and through social media.

Remuneration

The salary will be £12,000 (£30,000 on a per annum basis), payable monthly in arrears. The salary is pensionable.

The closing date for applications is 19th May 2023.

To be considered for this position, please e-mail a CV to Rebecca Parker,
rebecca.parker@attinghamtrust.org