

### **Personal Assistant to RSCM Director**

Job Title	Personal Assistant
Appointment	14 hours per week (2 - 3 hours per day to be agreed with Director) FTE 0.4 equivalent
Salary	£22k-24k FTE, depending on experience. (£8.8k - £9.6k)
Responsible to	RSCM Director (Hugh Morris, MA (Cantab.), FRCO, DipChD)
Key Relationships	2 Deputy Directors, Executive Officer
Job Purpose	To provide administrative support to the Director
Location	RSCM Head Office, Sarum College, The Close, Salisbury SP1 2EB

### **Main Duties and Responsibilities**

Diary management, including booking internal and external face-to-face and telephone meetings, and maintaining electronic diary system

Act as first point of contact for the Director, dealing with a wide range of enquiries appropriately

Email management

Director travel (predominantly domestic, but some international also) and accommodation arrangements

Processing Director expenses

Meeting preparation and research, minute taking

Liaison with all RSCM departments on behalf of the Director

Maintain database and other records of significant interactions between the Director and Volunteers, Members, Donors, Branches (International) and other organisations

Email and letter drafting/writing

Assisting with RSCM Director social media responses and dialogue

Advancing and progressing projects for which the Director is solely responsible, to agreed guidance.

## **Working Pattern**

Routine hours to be 3 hours per day at times as agreed with the Director. There will, however, be some flexibility around this.

## **Essential**

Minimum 2 year's PA experience at senior management level

Exceptional interpersonal and communication skills, including dealing with other high profile offices

Confident IT skills, including experience of working with Office 365 (including Outlook, Word, Excel, PowerPoint etc.)

Ability to deal with sensitive information with discretion and to maintain confidentiality.

## **Desirable**

An understanding of the mission, work and ethos of the RSCM

Understanding of church music and church structures

## **Personal Qualities**

Ability to operate under own initiative

Strong communication skills

Ability to work flexibly and to prioritise workload effectively, including managing multiple and fast-moving deadlines.

Please note this is not a purely traditional PA role.

## **Information for applicants**

The Royal School of Church Music has its administrative offices in Salisbury, but works to support the study and development of church music right across the UK, and internationally through our five International Partners. It has a special and significant role in supporting the Christian church, but is an independent charity. The Director is based in Salisbury for part of each week, but also travels widely and works remotely at other times, and so needs to work closely with Salisbury-based support. More information about the work of the RSCM is available at [www.rscm.org.uk](http://www.rscm.org.uk)