



PA/Administrator

Part-Time, Permanent (Job share)

3 Days 22.5 hours, 2 days 14.5 hours

Salary £ 27,119 - £29,582 per annum

Pay award pending, plus generous benefits package

Hybrid / flexible working

About the role

Are you looking for an PA role with a difference? We're looking for an experienced, professional Administrator to support the Director of Audience.

The role does have some of the typical duties you would expect - email management, organising meetings, minute taking, collating presentations, and drafting correspondence, to name a few. However, the focus will be working autonomously to keep a track of projects, high level plans, conducting research and completing a wide range of tasks for the Director of Audience.

So, if you love being organised, using basic spreadsheets, have great attention to detail, and you excel at supporting / co-ordinating projects, then we want to hear from you!

Whilst an interest in art would be great it's not essential. However, you must already have extensive experience providing PA support at this level. The ability to work under pressure, flexibly and with professionalism are essential. It's a busy role which requires a high level of interpersonal skills, diplomacy, and confidentiality.

The difference you'll make

Reporting to the Director of Audience, you will provide support to these teams across a range of areas including:

- Organising meetings including drawing up and circulating agendas and papers, taking, and circulating minutes and following up actions.
- Diary management
- Document collation and distribution for ELT meetings
- Facilitating good communications with other members of the Leadership Team and with the cascade of information to the Director of Audience direct reports.
- Support with managing administration forms across the teams – expenses, holiday, absence forms etc Colleague event logistics and support including managing sign-ups, analysis and feedback, encouraging participation and in-person support
- Researching and preparing briefing papers for event and ad hoc projects with direction from manager.
- Support Internal Communications Team
- Preparation of mailing lists and colleague pack preparation
- Preparing PowerPoint presentations as required.
- Monitoring and first line responses to specific mailboxes
- Coordination for collaborative document preparation

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Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Facilitating good communications with other departments across the organisation.
- Excellent IT skills (minimum intermediate level) using MS Office (Excel, Word, Outlook, PowerPoint), OneDrive and Teams. You will also have a good working knowledge of Inter/Intranet.
- Understanding of administrative systems, filing, record keeping with a particular reference to standard project management methodologies.
- Efficient administrative skills with meticulous attention to detail and accuracy.
- Strong organisational skills, including effective prioritising of work with previous experience of working to deadlines.
- Experience of working with a wide range of people, interacting at all levels.
- Proven experience of working as a PA at director level and the confidence and professional manner appropriate to dealing with important external bodies and individuals (will be expected on occasion to field enquiries from influential stakeholders, politicians, donors/ trustees, artists, collection care sector bodies and journalists).
- Flexible, with the ability to operate independently or as part of a small team.
- Excellent verbal and written communication skills.
- Pro-active, forward thinking and able to exercise sound judgment.
- Discretion (role involves confidential and sensitive information).
- Experience of servicing committees, including meeting preparation and minute taking

It would also be great if you have:

- Interest in arts and culture.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

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We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£27,119 - £29,582 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

Hours

Post 1 = 3 Days 22.5 hours per week

Post 2 = 2 days 14.5 hours per week

excluding a one-hour unpaid lunch break each day.

Holidays

When you first join, you'll get 36.5 days holidays pro-rata depending on hours. After 5 years your annual leave will increase by 5 days.

Where you'll be based

You will be based at the Modern, however you may work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two). Parking is available at the Modern.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Friday 4th August 2023

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.



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