

**JOB PACK – Executive Assistant**

Margate is home to an established and burgeoning creative community and has been identified as a key production hub within the Thames Estuary Production Corridor.

While statistics show creative businesses have grown in the town, Margate has lost significant amounts of commercial spaces in the last 20 years. Coupled with rising rents for the remaining eligible spaces, this has created a lack of appropriate venues for the variety of artistic pursuits. Creative practitioners and businesses urgently need space to enable them to stabilise and see the sector grow in Margate.

Taking inspiration from other land trust models developed to provide affordable places to work and live, the Trust in Margate will ensure that its creative spaces and accompanying programming are inclusive. A central part of its mission is to support under-represented or disengaged communities to access opportunities within the creative industries, including mentoring, jobs, training and enterprise development.

The Trust was co-created with the community and local creative practitioners and was established as an independent entity on behalf of the Margate Town Deal Board.

Substantial funding has been secured from Central Government through the Margate Town Deal, and the Margate Creative Land Trust was registered as an independent charity in April 2022. Its goal is to purchase physical space in Margate, provide affordable rents and deliver community programmes to support inclusive, sustainable practice in the creative industries in Margate and across the area of Thanet.

**Vision**

A thriving, resilient and innovative creative sector that provides inclusive enterprise, employment and learning opportunities for people living and working in Margate and the surrounding areas.

**Mission**

To establish a variety of accessible and inspiring creative spaces that provides benefit to the community, creative sector and local economy in perpetuity.

**Aims**

* To protect, sustain and grow Margate’s creative sector through improved security and sustainability, and by increasing the quantity of places for creative practice in the town
* To support the inclusive regeneration and economic growth of Margate and the district of Thanet
* To support the creation of new jobs and training opportunities within Margate’s creative enterprises, and to address barriers to entry for Thanet’s diverse communities
* To celebrate Margate’s creatives and the achievements of the sector and,

to support its growth and establishment as a regional creative hub

* To add value to existing market activity and to avoid displacement or crowding out of initiatives by others
* To support moves towards a zero carbon and environmentally sustainable economy through our investment decisions and operations
* To be a fair employer and promote equality, diversity and inclusion in all that we do
* To be evidence based in our investment decisions to meet the specific

needs of Margate’s creative community

* To be timely in our decision making and delivery
* To lead to enable the realisation of our vision
* To work in partnership and collaboration with others to achieve our mission

**Values**

**Open & inclusive:** We are friendly, approachable, accessible and seek to work collaboratively and in partnership. We will design ways to ensure we meaningfully and regularly engage with the communities we serve

**Innovative:** We know we must play the long game to have lasting impact, but we are not afraid to test or pilot radical ideas in the short term. We are ambitious and we will disrupt the status quo to ensure more underrepresented groups benefit from creative sector opportunities

**Sustainable:** We are a commercially sound, environmentally and socially responsible organisation and we champion this within the sector.



**Job Title:** Executive Assistant

**Responsible to:** Executive Director

**Responsible for:** no staff responsibility

**Salary:** £28,000 - £32,000 p.a. pro rata dependent on experience (3 days/0.6 FTE)

**Term:** Permanent

THE ROLE

Margate Creative Land Trust is looking for a well organised all-rounder to help us ensure that the team and board are supported, and that the office runs smoothly. As a new organisation this role offers the chance to grow within the team and help drive the evolution of the Trust.

The postholder will be working closely with the Executive team and supporting Board meetings and trustee requirements. They will provide a broad administrative function covering the core needs of the organisation but also be involved in supporting specific projects or events, such as community engagement, creative sector support, stakeholder workshops and property research.

The ideal candidate will be highly organised, adaptable, proactive and comfortable engaging with a broad range of people, across a variety of initiatives and environments. We are a new organisation transitioning from start-up to delivery, and are looking for people who are willing to roll up their sleeves and get stuck in.

This role is suited for someone with experience of the Charity, Public sector and/or Creative/Cultural sectors.

**Key Responsibilities**

* Prepare board papers, issue agendas, take minutes and follow up actions
* Manage the board and sub-committee diaries and schedule key meetings and organisational milestones
* Prepare briefing notes for the trustees and Executive team
* Prepare progress reports and presentations for external stakeholders
* Support the organisation and running of a range of internal and public facing events, from field trips and away days to small workshops and larger network meetings
* Financial administration such as processing and filing invoices, managing expense claims, liaising with accountants on behalf of the team
* Support in the admin and delivery of specialist property related support to creative tenants
* Support the team in launching commissions and tenders for services
* Monitor grant funding opportunities, gather data for evaluation
* Research and maintain a database of creative organisations and practitioners in the district

**General Responsibilities**

* Other ad-hoc research and scoping tasks as may be required
* Abide by all organisational policies, codes of conduct and practices, and work within a framework of equal opportunities, anti-discriminatory and anti-racist practice
* Be flexible within the broad remit of the post

**PERSON SPECIFICATION: Executive Support**

**Essential:**

* A minimum of two years’ experience in a similar role supporting a creative organisation/Executive Team/Board
* Proven experience balancing competing priorities and identifying when to escalate issues
* Experience of a range of computer software programs, platforms and IT tools such as Excel, InDesign, Adobe, Powerpoint, Slack and Sharepoint
* Experience of financial administration, including working with suppliers, filing and storing invoices, checking the accuracy of expenses claim forms
* Organised, detail-oriented self-starter, ability to work as part of a small agile team with strong logistics, planning and coordination skills
* Excellent writing, proofreading, project-management and research skills
* Ability to carry out a range of research and information-gathering activities, and organising and reporting on data in a clear and relevant manner
* Understanding of and an active commitment to promoting equal opportunities, inclusion and diversity
* A good standard of written and spoken English

**Desirable:**

* Experience working in the creative sector or not-for profit sector
* Experience in commissioning and procuring services
* Knowledge of the creative and community sector in Margate and Thanet
* Experience of using accountancy software (specifically Xero)
* Experience of using CRM and/or other project management tools

**Salary**

£28,000 - £32,000 p.a. pro rata dependent on experience (3 days/0.6FTE)

**Hours**

37.5 per week (22.5 pro rata). Hybrid working with at least 2 days in the office based in Margate. Candidates must also have the flexibility to work outside of normal office hours, occasionally at evenings and weekends as required.

**Benefits**

25 days holiday plus bank holidays (pro rata)

Auto enrolment pension with regular employer’s contribution.

As a start-up, we anticipate benefits will be further developed by the charity, subject to Board approval.

**Equality, Diversity and Inclusion**

The Trust values diversity and must represent Margate and the wider area for the entrepreneurial, creative and diverse place that it is. We are committed to social justice and tackling under-representation from people from a wide range of backgrounds, including those in our immediate vicinity. We want to be as inclusive as possible from the outset. We particularly encourage applications from those who are under-represented, including people facing socio-economic barriers, LGBTQ+ people, people from the Global Majority and people with disabilities. We are very keen to hear from people who have lived experience of, and / or a personal connection to, Margate and the surrounding area.

**How to apply:**

To apply for this role please send your CV with a supporting statement (not more than two pages A4) explaining why you want to apply and how you meet the job’s Essential and Desirable (where relevant) criteria outlined in the person specification above to [info@margatecreativelandtrust.org](mailto:info@margatecreativelandtrust.org).

Please state in the subject line: Executive Support First Name & Last Name

When submitting your application, you will also be asked to provide personal information across several dimensions of diversity and inclusivity. This information is kept entirely confidential and will not be used to evaluate your candidacy. We collect this data to help us analyse our recruitment process holistically and implement actions that promote diversity and inclusiveness. While optional, we strongly encourage you to provide this information as it will hold us to

account and contribute towards our goal of building a fairer working world.

**Applications Timetable**

* Deadline for applications: 12pm Monday 3rd June 2024
* Shortlisted candidates contacted: Thursday 6th June 2024
* Online interviews to be held: Tuesday 11th and Wednesday 12th June
* In person interview likely to be held the week commencing 17th June

Asylum and Immigration Act 1996: To confirm your right to work in the UK, MCLT is required by law to see the original of at least one document from HM Government specified list.

https://[www.gov.uk/government/publications/right-to-work-](http://www.gov.uk/government/publications/right-to-work-) checklist/employers-right-to-work-checklist-accessible-version