



## **DIRECTOR'S WELCOME**

A very warm welcome from Goodenough College, London's finest residential community for international postgraduate students.

Established over 90 years ago, the College is an educational charity serving the Commonwealth and the wider world. Each year we provide home to over 700 outstanding postgraduate students (we call them Members) and their families from around 80 countries. We draw together scholars from strikingly diverse backgrounds, studying a range of academic disciplines (from bio-engineering to law, sustainable design to opera singing) at master's and doctoral level at some 40 institutions in and around London.

Our charitable mission is to create a stimulating, inclusive and mutually supportive residential community in the heart of London where exceptional postgraduate students exchange ideas, debate values and form lasting friendships.

Living at Goodenough College gives our Members the opportunity to cultivate the habits of an open mind; to build global understanding; to share unique cultural and social experiences; to collaborate with others in academic enterprise; and to benefit from a lifelong supportive network when they return – as change-makers, decision-takers and opinion-formers – to their home countries.

The College is a thriving community and it runs a busy programme of lectures, dinners, concerts, conferences and social activities. The College is now looking for a PA to the College Director who will ensure the smooth running of the Front Office. This maternity cover role will assist in organising events for the College, oversee the College's governance activities and be responsible for various administrative tasks.

The successful applicant is likely to have extensive experience as a PA with excellent communication skills. You should also be someone who is proactive and used to problem solving.

As well as the satisfaction of a challenging and valued role, Goodenough College offers a friendly, collaborative working environment in beautiful historic buildings; an interesting, fulfilling role that interact directly with our resident Members; and the opportunity to get involved, if you wish, in myriad ways in the social, cultural and intellectual life of the College.

Warm regards,

**Alice Walpole**

Director, Goodenough College

**Job Title:** PA to the College Director

**Reports to:** The College Director

**Direct report:** Front Office Coordinator

**Location:** Mecklenburgh Square, London, WC1N 2AB

### **Overall purpose of the role**

Ensuring the smooth running of the Director's Office.

- Assist the College Director, organising and coordinating their internal and external activities on behalf of Goodenough College;
- Oversee and facilitate the College's governance activities on behalf of the College Executive team and Board of Trustees, under the guidance of the College Director and the Director of Finance & Resources;
- Supervise and attend College events and occasionally undertake other representational duties, including some outside normal working hours.

### **Main responsibilities**

#### Assistance to the Director

- Manage the Director's schedule, including diary management and acting as the primary point of contact between the Director and internal and external contacts;
- Organise events to be hosted by the Director, including lunches and dinners;
- Ensure timely and accurate processing of expenses and invoices.
- Collaborate with various departments in the organisation of College events, including Faculty Dinners, seminars, Founder's Day celebrations and inward visits from partner institutions; preparing guest lists general oversight and helping to host. Some of these events will be outside normal working hours;
- Assist in projects and administrative tasks as directed by the Director, including providing advice/support to other members of the Executive team;
- Coordinate Executive team meetings, including drafting or compiling papers as appropriate, and oversee/monitor follow-up action;
- Provide cover for the Front Office Coordinator as necessary in their absence.

## Governance

- Assist the Director of Finance & Resources in their Company Secretarial duties by maintaining the College Governors' statutory registers/record books, including those of the College's subsidiary companies;
- Attend and record minutes for various College and Board meetings;
- Ensure accurate and timely distribution of meeting minutes and follow-up on action items
- Author reports and procedural notes for key College meetings, working with members of the Executive team;
- Produce the annual schedule of Board meetings and organise venues and catering for such events. Liaise with Trustees to organise ad hoc meetings and co-ordinate their follow-up;
- Attend Board meetings and other standing committee and subsidiary company meetings to take the minutes, circulate for agreement and store appropriately;
- Organise meetings of the Board's various committees, including co-ordinating the agenda and paperwork;
- Provide accurate and appropriate record keeping for the College in relation to its responsibilities to its Board, Companies House, the Charity Commission and other statutory bodies, regulatory and standards bodies;
- Maintain the College's central live records, and ensure appropriate archiving/retrieval systems are in place and administered by the Director's Office and the wider College Administration;
- Maintain an organised record of governance documents and processes
- Deliver the key Information Undertakings required by the College's Loan Agreement as overseen by the Director of Finance & Resources and the College Director.

## Person Specification

### **Essential Criteria:**

Previous experience as a PA or administrator who can demonstrate:

- Minutes writing and producing Board reports
- Diary management
- Write variety of correspondences
- Attention to detail including proof reading
- Excellent written and oral English

Ability to communicate in a confident, friendly, and respectful manner to wide range of internal and external stakeholders

Pro-active and can prioritise/reprioritise workloads to meet tight deadlines

Problem solving skills. Comfortable using initiative, and has the confidence to act decisively within agreed limits.

Ability to work collaboratively in a team and cooperate with colleagues

Excellent IT skills (MS Office)

### **Desirable Criteria:**

Experience in using databases

Experience of organising events/ managing budgets and cost saving

## **Terms and Conditions**

Salary: £45,000 per annum, pro rata

Contract: Maternity Cover (temporary)

Notice period: One month (after satisfactory completion of a two-month probationary period, during which notice will be two weeks on either side).

## **Goodenough College Standard Terms and Conditions**

### Contractual

- Normal working hours 9.00am to 5.00pm, Monday to Friday.
- 25 days' Annual Leave (pro rata), plus two extra days awarded at Christmas and a half-day on Maundy Thursday.
- Pension scheme: up to 5%, matched by the College.

### Non-contractual

- Half-hour early finish on Friday, work permitting.
- Opportunity to work from home up to one day a week (subject to business need, individual role responsibilities and the need for office cover).
- Free daily lunch when on site.
- Shower facilities and bicycle stands.
- Discounted gym membership at Nuffield Gym (located in the College building).
- Death in Service (4 x salary) and Income Protection scheme. (Neither of these benefits incurs a tax liability.)
- Discounted stays at the College's Hotel (The Goodenough Hotel London) and at the College's estate in Scotland (The Burn).
- Use of the garden on Mecklenburgh Square.
- Optional participation in the College's intellectual, cultural and social programme and at staff social events.

### **To apply:**

Please send your CV with a cover letter, telling us why you are applying and highlighting the experiences and skills you have relevant to the role.

Applications to be emailed to Zakiyah Kihl, HR Manager at [jobs@goodenough.ac.uk](mailto:jobs@goodenough.ac.uk)

Closing date XXXX

All applicants must have evidence of right to live and work in the UK.

**Goodenough College is committed to and proud of its equality of opportunity and diversity in employment. We welcome all applicants especially those from underrepresented groups. If invited to interview, please let us know of any access requirements.**