



**Job Title:** PA to College Director

**Reports to:** College Director

**Direct report:** Front Office Coordinator

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

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### **Job purpose**

Ensuring the smooth and efficient running of the Director's Office.

- Assist the College Director, drafting their correspondences, organising and coordinating their activities, minute-taking, collating and drafting papers, and providing a communication channel for internal and external contacts.
- 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.
- Supervise and attend College events and occasionally undertake other representational duties, including some outside normal working hours.
- Establish and run the College Director's front office as a well-organised, professional department serving the rest of the College and its visitors, ensuring smooth operations and a strong first impression.
- Effective line management of the Front Office Coordinator so they stay motivated, engaged, and able to excel in their role.

### **Main responsibilities**

#### Assistance to the Director

- Manage the Director's busy schedule, including diary management, travel arrangement, 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 departments in the organisation of College events, such as Faculty Dinners, seminars, Founder's Day celebrations and inward visits from partner institutions, including 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 Board meetings - and other standing committee and subsidiary company meetings - to take the minutes, circulate for agreement and store appropriately. Ensure accurate and timely distribution of meeting minutes and follow-up on action items;
- Write 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;
- 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.

**Knowledge/skills/experience**

Previous extensive experience as a PA or administrator in the following areas:

- Minute-writing and producing Board reports
- Governance activities
- Complex diary management and travel arrangements
- Drafting of correspondence, reports and other papers
- Excellent written and oral English
- Ability to handle sensitive information with discretion and integrity
- Delivering a professional and efficient front office operation
- Line management experience

Ability to work with minimal supervision and proactive in identifying action areas.

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

Ability to organise meetings, including Board meetings, deliver and host social events (occasionally out of hours), while effectively managing hospitality budgets.

Strong problem-solving skills; ability to take the initiative and make confident decisions within set boundaries.

Ability to work collaboratively and cooperatively with colleagues across all levels.

Excellent IT skills (MS Office). Experience in using databases.

Ability to prioritise/reprioritise workloads to meet tight deadlines.

On-site attendance required for a minimum of four days per week.