



## Executive Assistant (Maternity Cover) Job Description

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<b>Job Title:</b>	Executive Assistant (Maternity Cover)
<b>Reports to:</b>	Chief Operating Officer
<b>Responsible to:</b>	Senior Management Team, Chair of Board and Music Director
<b>Supervises:</b>	None
<b>Salary:</b>	£28,000 - £30,000 dependent on experience

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### RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

### Purpose of Role

The Executive Assistant (Maternity Cover) manages a range of administrative activities for the RSNO's Senior Management Team, in particular working directly for the Chief Executive and Chief Operating Officer. As well as traditional admin-type responsibilities, the Executive Assistant will, on occasion, undertake small projects and ad hoc research, usually for the CEO or COO. The Executive Assistant will also be encouraged to be proactive in suggesting such assignments and seeking ways to support the CEO and COO.

### Principal Relationships

External: CEO contacts including Chief Executives and Managers of other organisations, artists, agents, ambassadors and Scottish Government contacts.

Internal: CEO, Staff, Musicians, Chair of the Board, Board Directors and the Music Director.

### KEY RESPONSIBILITIES

#### Admin

- Day to day administration to support the CEO and Senior Management Team.
- Diary management for the CEO, as well as the Senior Management Team when required.
- Support RSNO Board Meetings with meeting organisation, taking minutes, ensuring all contributors meet deadlines for Board papers, proofreading and distributing Board papers.
- Arrange and support a variety of internal staff, management and committee meetings.
- Support and maintain relationships with a range of external contacts.
- Prepare any necessary arrangements, paperwork, briefing notes or packs for meetings, conferences, travel and events.

- Support the Chief Operating Officer with Finance Committee meetings when required.
- Support other departments as required.
- Undertake reception duties as required.
- Undertake event support as required.
- Occasional concert duty.

### Research and Projects

- Undertake research to support decision-making on behalf of the CEO and Senior Management Team.
- Undertake ad hoc small projects on behalf of the CEO to ensure deadlines are met and projects are completed in a timely manner.

### PERSON SPECIFICATION

Person Specification	Criteria
Educations/qualifications	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> </ul>
Desirable experience	<ul style="list-style-type: none"> <li>▪ Administration</li> <li>▪ Events management</li> <li>▪ The arts</li> </ul>
Specific skills	<ul style="list-style-type: none"> <li>▪ Excellent organisational skills</li> <li>▪ Ability to prioritise a busy workload including conflicting priorities</li> <li>▪ Project management</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Excellent IT skills, including database management, Excel, Word, Outlook and PowerPoint</li> <li>▪ Excellent event planning, management and delivery skills</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Strong customer service skills</li> </ul>
General competencies	<ul style="list-style-type: none"> <li>▪ Planning and prioritisation</li> <li>▪ Information management</li> <li>▪ Relationship management</li> <li>▪ The confidence to represent and advocate the RSNO at external events</li> <li>▪ The ability to work with tact and discretion when dealing with confidential matters</li> <li>▪ A 'can-do' attitude and the willingness to assist other members of the team to meet shared objectives</li> <li>▪ Highly motivated, pro-active and results driven</li> <li>▪ Attention to detail</li> <li>▪ Able to respond well to change in a proactive and problem-solving manner</li> <li>▪ Highly organised and a self-motivator with the ability to remain calm under pressure</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪ An active interest in the arts</li> <li>▪ Prepared to work some weekends and evenings</li> </ul>

**Application Process**

Applicants should email a CV and covering letter for the attention of Nicola Kelman to [recruitment@rsno.org.uk](mailto:recruitment@rsno.org.uk). Please send files as PDFs with the titles 'Your Name Cover Letter' and 'Your Name CV'. Please include 'Executive Assistant Maternity Cover' in the email subject line.

**Pension:** Contributory pension scheme available

**Location:** The job will be based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX. Hybrid working is in place.

**Hours of work:** Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm but the post holder will be expected to work as the job requires, including some evenings and weekends.

**Contract:** From February 2025 (handover period required) for 12 months.

**Holidays:** 25 days plus 13 public holidays

**CLOSING DATE:** Friday 24 January 2025, 2pm