JOB DESCRIPTION

POST TITLE: Assistant to the CEO and Office Manager of the ISM premises

RESPONSIBLE TO: Chief Executive

LOCATION: Independent Society of Musicians (‘the ISM)
4/5 Inverness Mews
London
W2 3JQ

Part time: Part time, 21 hours a week

Salary: Circa £35K pro rata

RESPONSIBILITIES

Assistant to the CEO duties

Undertake a broad range of duties for the CEO including diary management, correspondence support, taking minutes, undertaking research, preparing briefings, organising travel, helping to write speeches and being the main point of contact for the CEO.

Undertake a wide range of human resources duties including recruitment, maintenance of sickness and holiday records in liaison with the Finance Team, oversee the induction process and other HR matters as necessary.

Ensure HR records are always kept up to date and diarise regular one to ones in respect of all the CEO’s line reports. Act as the central contact point for all staff in connection with liaising with the CEO including maintaining an up-to-date list of the contact details of staff.

Work closely with the External Affairs team to ensure that there is close liaison between the CEO, her diary and the meeting requirements of EA and develop a good understanding of the political landscape and the music sector.

Organise events and activities for the staff team to support team culture and collaboration.

Governance

Prepare Board papers and organise all aspects of Board meetings and associated meetings.
Work alongside the CEO in all aspects of governance relating to the ISM Group in particular:

- Maintain up to date lists of all Directors and Trustees of the ISM Group of companies, their periods of office and their contact details.
- Maintain an up-to-date calendar of all ISM Group meetings and specific business to be conducted at each ISM Group meeting
- Maintain an up-to-date list of all Committees of the ISM Group including Disciplinary and Appeals panel, Child Protection and Council
- Prepare Board papers for the ISM Group and draft and finalise minutes
- Maintain all governance documents
- Organise the AGM and elections to the Board

**Office Management**

Draft facilities management policies and operating procedures.

Collaborate with the Director of Legal Services ensure the offices meet all health and safety requirements, including the requirements for Fire Marshalls and First Aiders.

Manage all assets of the ISM including the premises and ensure that timely repairs and refurbishment are carried out to budget and to time.

Deal with all insurances related to premises and equipment, ensuring that adequate cover is continually in place.

Actively manage all on-going facilities and their contracts, highlighting contracts coming up for renewal and any underperformance issues by suppliers.

Ensure facilities, such as water, air conditioning, electrical items, emergency lighting are well-maintained and regularly inspected and undertake annual Fire Safety check.

Manage contractors such as cleaners and handyman.

Have overall responsibility for the fabric of the building at Inverness Mews, including obtaining quotes for works and ensuring works are carried out as per the tender and to a high standard.

Build and maintain relationships with local residents and businesses and liaise with the Council should there be any issues in the Mews.
Core values for all staff

Perform your role to a high standard, to time and with dedication and commitment.

Deliver the ISM Group’s agreed objectives and maintain our reputation of working at the forefront of supporting the music profession.

Deliver the ISM’s 5Gs at all times (Grow the membership of the ISM, Grow the income of the ISM, Grow the influence of the ISM, deliver Gold standard services, Great people)

Treat all colleagues, members and people you come in contact with as a result of your work at the ISM with fairness and respect and in accordance with our commitment to equal opportunities.

Ensure effective, efficient and timely communication with all colleagues and stakeholders with an emphasis on face-to-face communication.

Take responsibility for your own health and safety and responsibility for the reporting of hazards that you believe could impact on health and safety within the ISM’s premises and other premises used by the ISM.

Staff are expected to take part in the appraisal process and to undertake continuous professional development and training such as may be necessary to meet our business objectives.

Please note this job description provides a broad outline of the duties and requirements of the post and is subject to review and change to meet the ISM Group’s operational needs.

Person Specification

Essential:

- 5 years’ experience of PA duties including diary management
- Experience of preparing business documents including Board papers and drafting and circulating Board minutes
- Office management experience
- Ability to draft letters and emails with minimal supervision in line with brand and style guidelines
- Absolute loyalty, discretion and confidentiality
- Excellent common sense and good judgement
- Excellent written skills with excellent attention to detail
• Excellent interpersonal skills
• A highly accurate and efficient record keeper
• Good team player who works well under pressure and to deadlines
• Strong IT skills including advanced knowledge using Microsoft office packages such as Word, Excel, Outlook and PowerPoint.
• Desirable - Interest in politics and knowledge of the music sector

4 January 2024