



THE TANK MUSEUM

Executive Assistant

Role Description

The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions. The museum houses some 300 vehicles, representing every major conflict since the First World War. Our moving exhibitions tell the story of this British invention; from the mud of the Somme to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Around 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from across the globe. The Tank Museum has a global online reach, with a large supporter base and following on a range of social media platforms. This is underpinned by the outstanding national importance of The Tank Museum's collections and the expertise of those who care for them. Alongside vehicles, the collections include medals, images, documents, personal papers, books, weapons, and memorabilia.

The museum is situated in Bovington which is regarded as the 'home of the tank', as it was here that some of the first tank crews were trained during the First World War. It remains home to the Royal Armoured Corps today. The museum was founded in 1923 as a teaching resource for the Tank Corps. Over the past decade, the museum has transformed itself into a leading 21st century military museum. As museum of the Royal Tank Regiment and Royal Armoured Corps, The Tank Museum is a registered charity which has been part of Arts Council England's National Portfolio since 2018.

Our Values

The values of The Tank Museum underpin the work of our team. Whilst there are a great variety of roles, specialisms, and professions across the organisation, we all share a common approach in our mission to tell the story of the tank and the people that serve in them.

- **We are PASSIONATE.** We are authoritative and driven and we display this daily with our enthusiastic and rigorous approach to work.
- **We are AMBITIOUS.** Driven by an aspiration to be the best, we strive to be better. We channel our creativity and competitiveness to make us innovative, forward thinking, and flexible to challenges.
- **We CARE.** We work hard because we believe in the cause of the organisation. We are welcoming and friendly to all our visitors. We are inclusive, fair and considerate of each other, showing great respect for our collections and for the stories we tell.
- **We display INTEGRITY.** We are knowledgeable about our subject and professional in the way in which we conduct our business. We act responsibly and embrace responsibility. Our ethical grounding guides us to do the right thing by our audiences, our supporters, our collections and by each other.

The Role

This is an exciting opportunity to join the Museum as the Executive Assistant where you will play a crucial role in supporting the Director of the Museum. The role requires a confident multi-tasker and has a large amount of autonomy and therefore you will be adept at prioritising and organising your workload.

Role Profile

Role Title	Executive Assistant
Department	HR/Finance
Key Relationships	Director, Senior Management Team, Middle Management Team, Chair of Trustees, Board of Trustees
Overall Role Purpose	To provide dedicated EA / secretarial and administrative support to the Director.
Key Accountabilities	<ul style="list-style-type: none"> • Managing diaries and organising meetings and appointments to ensure optimum utilisation of the Director's time. • Provide comprehensive administrative and secretarial support including, but not exhaustive; dealing with email and postal correspondence, multiple diary management, scheduling, attending and minuting meetings, assist with meeting bookings for external agencies booking and arranging travel, transport and accommodation and processing expenses claims. • To act as first point of contact for telephone and face-to-face enquiries to the Director's office. • Conducting research on behalf of the Director. • To coordinate departmental reports and documentation for the Board of Trustees meetings and other meetings with outside partners. To attend and take minutes for the meetings and any other relevant meetings. • To work closely with the senior management team providing administrative support duties when required. • To coordinate, plan and manage ad hoc events, guest lists and budgets. • To ensure all correspondence and relevant materials are produced in a timely and accurate manner. • Manage office resources and ensure the smooth running and efficiency is maintained. • To act as support for general telephone and email enquiries for The Tank Museum. • To support with general administration of the 'Friends of The Tank Museum'
	The duties and responsibilities in this job are not restrictive and the post holder may be required to on occasion undertake other duties. This will not substantially change the nature of the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • Relevant degree
Experience	<ul style="list-style-type: none"> • Experience of working in a senior EA role 	
Knowledge & Skills	<ul style="list-style-type: none"> • A high level of professionalism, sound judgement and common sense with ability to use own initiative. • A high standard of spoken and written English. • Excellent organisational skills and time management skills with accuracy and attention to detail. • Outstanding communication skills with the ability to build relationships and liaise with a wide variety of stakeholders. • Knowledge of and proficiency in all Microsoft packages, particularly Outlook and Excel. • Ability to research and find information as required. 	<ul style="list-style-type: none"> • An interest in military history
Personal aptitude	<ul style="list-style-type: none"> • Problem-solving skills. • The ability to work successfully with both the internal Museum team and external contacts. • Calm and professional manner with ability to work to tight deadlines • Flexible and adaptable approach to work and willingness to go above and beyond the requirements of the role. • Ability to support events when required. • Tact and discretion to deal with and handle confidential information appropriately. 	
Disposition	<ul style="list-style-type: none"> • Proactive with ability to think ahead. • Enthusiastic, positive and committed. • Good humoured. 	
Other Requirements	<ul style="list-style-type: none"> • To be able to support weekend and evening events as required. 	