



THE TANK MUSEUM

Executive Assistant

Role Description

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over recent years, the Museum has dramatically transformed from a training aid for the Army to a 21st century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status. In 2018 The Museum became part of Arts Council England's National Portfolio.

EA

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. • Manage office resources and ensure the smooth running and efficiency is maintained. • 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.
	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. 	