

Executive Assistant

Job Description

Part time: Three Days Per Week

Usual Working Pattern:

Full Day Wednesday (office-based in Leeds)

Half Days, Monday, Tuesday, Thursday, Friday (may work remotely)

Salary: c. £23,000 p.a. pro rata

Reporting to: CEO

Closing date for applications is Wednesday 27th April 2022

Interviews are expected week commencing 2nd May 2022

BACKGROUND TO POST

An opportunity has arisen to join Screen Yorkshire's small team, based in central Leeds, to work as Executive Assistant to our Chief Executive and to support the administration of the Yorkshire Content Fund.

Screen Yorkshire is the engine that drives the film and TV industries in Yorkshire and Humber. Our Film Office is staffed by industry professionals and supports productions from all over the world that want to film in the region.

Our Yorkshire Content Fund provides production finance to encourage projects to shoot here. It has part-financed more than 50 productions, from TV shows like *Peaky Blinders*, *All Creatures Great & Small* and *Ackley Bridge*, to feature films such as *Official Secrets*, *Ali and Ava* and *The Duke*.

We also deliver groundbreaking training and talent development programmes to foster talent and build a skilled, versatile and diverse workforce.

As Administrative Assistant, your main duties will include:

- Acting as the first point of contact for enquiries to the Chief Executive and filtering phone calls and correspondence as appropriate. This will require a confident telephone and communication manner
- Assisting the Chief Executive with diary management, booking meetings and coordinating other work-related activity accordingly
- Organising and maintaining databases, especially in relation to the Yorkshire Content Fund. You will need to help ensure that these systems are maintained in a way that is compliant with GDPR and data protection legislation
- Tracking and gathering data on applications to the fund and generating reports to help the Chief Executive monitor key aspects of its delivery
- As directed by the Chief Executive corresponding with applicants to the fund to update them on the status of their applications and seek additional information as required
- Organising meetings, both external and internal, participating and taking notes in those meetings, when required
- As directed by the Chief Executive, liaising with key partners and industry bodies nationally and regionally
- Liaising with Screen Yorkshire's Communications Manager to help develop communications activities which promote Screen Yorkshire and the wider screen industries in the region
- Working with Screen Yorkshire's finance team, coordinating and booking travel and accommodation and maintaining accurate records of expenditure
- Finding and booking venues, catering and technical support for events and maintaining accurate records of expenditure
- Attending Screen Yorkshire events as required. This may include, occasionally, working out of normal office hours and/or at weekend for which time off in lieu is available
- Supporting the Chief Executive and the wider Screen Yorkshire team in other areas as required.

SKILLS AND EXPERIENCE

REQUIRED:

There are no specific qualifications needed for this job, but previous administrative experience is essential. We need somebody who is highly organised, has an attention to detail and can work proactively.

You will need to demonstrate you can work under your own initiative when needed. The Chief Executive can be out of the office at meetings fairly regularly, so you need to be confident in being the first port of call for enquiries and managing those efficiently.

Good communication skills are a key requirement – in writing, on the phone and in person - as you will be an ambassador for Screen Yorkshire and the Chief Executive both internally and externally.

You need to be a confident IT user with experience of managing databases and be comfortable navigating social media for promotional purposes.

You also need to demonstrate an affinity with the aims and ambitions of Screen Yorkshire, in either your personal or professional life.

DESIRABLE:

Interest in or knowledge of the screen industries in Yorkshire and Humber

Experience of working within the creative industries sector

Experience as a personal or executive assistant

Screen Yorkshire is an equal opportunities employer and a family friendly organisation.

If you require any further information on this post please contact the CEO, Caroline Cooper Charles, at caroline@screenyorkshire.co.uk

To apply please submit your CV and a full covering letter explaining why you are suitable for the role. Applications should be emailed to caroline@screenyorkshire.co.uk by the closing date above.