

## Job Description

Job Title	Administrative support to Trustees of Bristol Old Vic Theatre School
Reports To	The Company Secretary as appointed from time to time
Line Management	No direct reports
Department	Governance
Location	The majority of the Theatre School's activities are based at the School's Downside Road site in Bristol, but with input at other relevant locations depending on meeting venues. <b>The role can be worked remotely, joining meetings online if preferred.</b>
Hours	The role will arrange to work according to pre-set dates and hours for all Trustee-related meetings, including committees, full Trustees and ad hoc meetings as required. Meetings can run into early evenings.
Salary	£150 per committee and full Trustees' meetings. This includes preparation of all agendas, attendance at meetings and compilation of minutes following meetings. Ad hoc/extraordinary meetings not requiring full meeting support will be remunerated at £20/hour.  Reasonable travel expenses can be claimed by prior agreement.
Pension	not applicable
Holidays	not applicable
Notice Period	not applicable
Probationary Period	Three meetings (one of each committee and one full Trustees meeting)

Duties and responsibilities	<p><b>Overall Responsibilities:</b></p> <p><b>The administrative support to Trustees will</b> be accountable to the Trustee body, working effectively with the Chair of Trustees, with Chairs of committees, with the Principal &amp; CEO, other members of the Executive Leadership Team (ELT), Senior Management Team (SMT) and other Trustees. The role will secure the continuity of Trustee body business and observe confidential requirements at all times.</p> <p>It should be noted that this is an administrative role, which reports into the Company Secretary.</p> <p><b>Meetings:</b> the admin support to the Trustee body will:</p> <ul style="list-style-type: none"> <li>• Liaise with the Clerk to schedule all meetings for a minimum of 12 months in advance, and ideally 24 months.</li> <li>• Organise IT requirements to enable Trustees to attend meetings remotely.</li> </ul>
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- Organise meeting locations and refreshments.
- Work effectively with the Chair and ELT before Committee and full Trustees' meetings to prepare purposeful agendas which follow required governance procedures and scheduled events.
- Encourage the Principal & CEO, ELT and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting.
- Record the attendance of Trustees at all meetings.
- Support the Clerk in advising the governing body on governance legislation and procedural matters where necessary before, during and after meetings\*.
- Take notes of all Trustee body meetings in order to prepare formal minutes, indicating who is responsible for any agreed action and the timescale.
- Record all decisions accurately and objectively.
- Send drafts of minutes to the Chair, Chairs of Committees, Clerk and Principal & CEO for amendment/approval by the Chair.
- Copy and circulate the approved minutes to Trustees within the timescale agreed with the governing body.
- Advise absent Trustees of the date of next meetings.
- Keep an archive record of all correspondence as required in relation to formal and informal meetings.
- Liaise with the Chair and Chairs of Committees, prior to the next meetings, to receive an update on progress of actions agreed previously.

**Membership:** the admin support role will:

- Support the Clerk and Principal & CEO in arranging meetings for prospective Trustees as part of the selection process.
- Maintain a database of names, addresses and category of Trustees and their term of office.
- Initiate a welcome pack/letter being sent to newly appointed Trustees including details of terms of office.
- Organise induction and training sessions for newly appointed Trustees, and refresher sessions for all Trustees as required.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated Trustees.
- Advise Trustees of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- Inform the Trustee body of any changes to its membership.
- Maintain Trustee meeting attendance records and advise the Trustee body of non-attendance of Trustees.
- Ensure a register of Trustee body pecuniary interests is maintained, reviewed annually and lodged within the School.
- Check with the Clerk that DBS disclosure has been successfully carried out on all new appointees and re-appointees.

	<ul style="list-style-type: none"> <li>• Assist with skills audits of the Trustee body as required.</li> <li>• Perform other responsibilities commensurate with the role as required.</li> </ul> <p><b>Meetings attendance</b></p> <ul style="list-style-type: none"> <li>• Full and other Trustee meetings (including committees, subcommittees and, when necessary, occasional working group meetings)</li> </ul> <p><b>Budgetary control</b></p> <ul style="list-style-type: none"> <li>• It is not anticipated that the postholder will manage a budget.</li> </ul> <p><b>External liaison</b></p> <ul style="list-style-type: none"> <li>• With guests invited to meetings as required.</li> </ul>
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<p><b>Person specification</b></p>	<p><b>Important to us:</b></p> <p><b>Skills, knowledge and aptitudes</b></p> <ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills.</li> <li>• Preparing agendas in liaison with Chairs, Executive and Senior Management.</li> <li>• Taking accurate, concise minutes.</li> <li>• Excellent IT skills, including use of the Google suite*.</li> <li>• Proven ability to organise time and to work to deadlines.</li> <li>• Very strong organisational skills.</li> <li>• Record keeping, information retrieval and dissemination of Trustee body data/documentation to the Trustee Body and relevant partners</li> <li>• Knowledge of Trustee Body procedures*</li> <li>• Knowledge of the respective roles and responsibilities of the Trustee Body and the Executive Leadership Team*</li> <li>• Knowledge of data protection legislation*</li> </ul> <p>*Training will be given</p> <p><b>Qualifications and Training:</b> the admin support should:</p> <ul style="list-style-type: none"> <li>• Be able to demonstrate a willingness to attend appropriate training and development.</li> </ul> <p><b>Personal Attributes:</b> the admin support should:</p> <ul style="list-style-type: none"> <li>• Be a person of integrity</li> <li>• Be able to maintain confidentiality</li> <li>• Be able to remain impartial</li> <li>• Have a flexible approach to working hours</li> <li>• Be sympathetic to the needs of others</li> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Have good interpersonal skills</li> </ul>
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	<p><b>Special requirements:</b> the admin support should:</p> <ul style="list-style-type: none"> <li>• Be able to work at times convenient to the Trustee Body, including evening meetings.</li> <li>• Be able to travel to meetings as requested, and attend online if required.</li> <li>• Be available to be contacted at mutually agreed times.</li> </ul>
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This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

<p><b>Equal Opportunities</b></p>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</b></p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p><b>Equality &amp; Diversity</b>  The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.</p> <p>We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises &amp; equipment, duties, practices or policies.</p>
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	<p><b>Selection &amp; Assessment</b></p> <p>We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.</p> <p>We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.</p>
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