

Executive Assistant – Fixed Term until 31st December 2025

Closing Date: Friday 2nd of May 2025

Interview Date: Thursday 8th of May 2025

Bradford district's year of culture is set to deliver more than 1,000 new performances and events including 365 artist commissions, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate, and enthusiastic people. We have an exciting opportunity for an Executive Assistant, reporting to the Operations Director, to provide support the Board of Trustees and the Executive Office. This is a pivotal role in ensuring effective and efficient functioning of the Board of Trustees, its Sub Committees and on other aspects of corporate governance as well as assisting in the organisation of stakeholder events and management of invitation lists. You will have experience of working with a Board and/or Committees, a high level of proficiency in Microsoft products including Sharepoint, have great communication skills and a proactive and engaging approach.

Key responsibilities:

- You will be responsible for setting up board, committee and other governance meetings. You will manage the logistics for these meetings which will range from in-person, remote and hybrid meetings, and will also arrange the twice-yearly board away days.
- You will liaise with senior staff to prepare agendas and papers, ensuring deadlines are met, collating and distributing papers, supporting the chair of the meeting, and taking formal minutes of meetings as required.
- You will assist the Chair of the Board of Trustees in managing the regular appraisal of board effectiveness, and any other reviews, internal or external, which are requested by the board as well as some diary support for the Chair.
- You will assist the trustees with practical arrangements, including travel and expenses, and their attendance at cultivation events, ticket requests etc.
- You will assist in ensuring all compliance policies (such as Conflicts of Interest and Gifts & Hospitality) are kept up to date, monitored and communicated effectively to all Trustees and Sub Committee members.
- You will assist in the continual improvement of our governance processes.
- You will ensure that governance pages on our website and intranet ('Hub') are kept up to date.
- You will be proactive in ensuring that documents and folders are well maintained and filed efficiently allowing a strong audit trail.
- You will assist in organising guest lists, maintaining stakeholder databases, and providing administrative support for key stakeholder events.

- Other ad hoc tasks as and when required including providing support to the wider Executive and Operations Teams.

You will have:

- Experience of working with boards and/or committees
- Experience of organising and servicing in-person, hybrid and virtual meetings
- A friendly, welcoming, and proactive approach with an ability to work with multiple stakeholders
- Excellent administrative and organisational skills.
- Keen attention to detail with a commitment to achieving excellent standards.
- A high level of computer literacy, including experience of using SharePoint.
- An interest or passion for arts, culture, and heritage
- Strong written and verbal communication skills
- A strong desire to learn about Bradford 2025 and its governance

Benefits include:

- Up to £27,000 dependent upon previous experience pro rata
- 37 hours per week worked flexibly Monday to Friday, mainly office based (City Centre location)
- 25 days holiday plus bank holidays pro rata
- 5% employer pension contribution
- High street discounts through Charity Worker Discounts
- Death in Service cover of 2x annual salary

We expect everyone in our team to:

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We are committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025 and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an

equal opportunity workplace, and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.

To apply for this role please send a copy of your CV along with a cover letter (of no more than 2 sides of A4) to recruitment@bradford2025.co.uk

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