



WYCLIFFE HALL

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## EXECUTIVE ASSISTANT TO THE PRINCIPAL

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The Executive Assistant to the Principal is a key role within Wycliffe Hall's vibrant community.

Reporting to the Principal, the Executive Assistant will manage correspondence and diaries, and handle a large volume of varied and confidential tasks with efficiency and discretion. The role-holder will enable the Hall's leadership to perform its work to the highest standard, and is therefore vital to the success of the Hall's mission.

A wide-ranging post, it requires experience, sensitivity and flexibility. The role offers an exciting opportunity to interact with a wide range of internal and external stakeholders and is ideal for an experienced PA looking either to progress into working for senior leaders, or to work in Higher Education for the first time.

The post is full-time, but Wycliffe Hall is committed to flexible working and will consider applications from candidates who wish to work part-time.

To apply for this post, please send the following:

- 1) A full CV;
- 2) A covering letter explaining how your experience might qualify you for this post;
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, Friday 29<sup>th</sup> March 2019**. Interviews are likely to take place at Wycliffe Hall on **Wednesday 10<sup>th</sup> April**.

Please send applications to:

Robyn Wyncoll  
Wycliffe Hall  
54 Banbury Road  
Oxford  
OX2 6PW  
vacancies@wycliffe.ox.ac.uk  
01865 274200



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## JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE PRINCIPAL

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Full-time post responsible to the Principal.

**Responsibilities include:**

1. Managing correspondence, ensuring that queries are sent on to the correct Hall staff, and that urgent matters are prioritised by the Principal. This will involve working with a range of internal and external stakeholders to resolve queries and ensure that the Principal's office functions smoothly at all times.
2. Managing diaries, including:
  - i. ensuring that the Principal is fully prepared for daily meetings;
  - ii. organising regular catch-up meetings between the Principal and other key Hall staff;
  - iii. coordinating the Hall's annual schedule of committee meetings;
  - iv. organising arrangements for senior Hall visitors;
  - v. organising travel and visas for regular foreign travel.
3. Servicing various committee meetings (drafting agendas, collating and distributing papers, and taking minutes), including:
  - i. The Hall Council (the governing body and final decision-making authority) and its sub-committees;
  - ii. The Hall Senior Management Team; and
  - iii. Any other ad-hoc groups as required.
4. Assisting with a range of Hall events, including regular lecture series and annual student-focussed events.
5. Providing administrative support to the Principal.
6. Providing administrative support (including diary management) to the Vice-Principal as and when directed by the Principal.
7. Providing cover for the work of other administrative staff during holiday and busy periods
8. Any other duties commensurate with the post, as required by the Principal.



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## PERSON SPECIFICATION: EXECUTIVE ASSISTANT TO THE PRINCIPAL

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### Post-related experience & skills

#### *Essential*

- Sympathy with the vision, mission and values of the Hall.
- Significant experience of working as a PA, preferably within education or the third sector.
- Experience of communicating highly effectively in English, both orally and in writing, at all levels.
- Ability to service committees effectively at all levels.
- Experience of prioritising multiple competing tasks under pressure.
- Experience of working with Microsoft Outlook (including calendars), Microsoft Office (Word, Excel, PowerPoint), and a variety of databases.

#### *Desirable*

- Experience and knowledge of Oxford University, or experience of working in a Theological Education Institution, or experience of working in the Church of England.

### Interpersonal skills & aptitudes

#### *Essential*

- A proactive approach to working and a desire for excellence in all areas of work.
- Excellent interpersonal skills, and the ability to relate to colleagues, students, and external stakeholders from a wide range of backgrounds with confidence.
- Ability to present a welcoming face on behalf of the Principal and of the Hall.
- Ability to comprehend sensitive situations, and to respond with calmness, friendliness, and tact.
- A high level of attention to detail.
- A desire to work flexibly, as part of changing teams, as well as the ability to work independently.
- A very high level of sensitivity to confidential material and how to handle it.

**Remuneration**

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is between £24,000 and £30,000 per annum depending on experience.

**Pension**

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

**Working hours**

This is a full-time post for **35 hours** per week.

**Holidays**

Initially 25 days per annum, rising to 30 days per annum after 5 years and in accordance with the Hall Holiday Policy, in addition to public holidays, which if these fall during term time, shall be taken at an agreed time during vacations.

**Meals in Hall**

The appointee will be entitled to free meals in Hall during working hours when the kitchen is operational.

**General**

The job description is correct as at 18<sup>th</sup> February 2019. It will, however, be discussed between the appointee and the Principal, and may be amended, following consultation, to reflect developments in or changes to the job.