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PROGRAMME TEAM ADMINISTRATIVE ASSISTANT

Full Time (5 days per week, 36.5 hours per week)

The Organisation

For over sixty years the Ditchley Foundation has brought influential and expert people together to help redefine and renew our society, democracy and alliances. More information about the Foundation and its home Ditchley Park can be found at www.ditchley.com.

Job Description

Ditchley brings together people from governments, business, finance, journalism, academia, science and technology for a programme of events ranging from small group discussions to large scale annual events. Following a transition to virtual events with the onset of the global pandemic, we are now resuming in-person and hybrid events either at Ditchley or elsewhere.

Under the direction and line management of the Major Events and Projects Lead, the Programme Team Administrative Assistant will assist with the daily administration tasks necessary to support the running of Ditchley non-conference events (the conferences are supported by a dedicated Conference Coordinator). The postholder will be expected to play a significant role supporting the Major Events and Project Lead in the delivery of the flagship summer event, the Annual Lecture.

The postholder will also be required to assist the Programme Team with general administration support.

Event duties will include, ***in close liaison with the Major Events and Projects Lead:***

- Detailed administration for events through the Ditchley database, Raisers Edge, and ensuring accurate information on all data entry, including contact details, travel details, bedroom allocation etc.
- Preparing documentation for events, including research to produce biographies and photographs of guests for internal use by the Ditchley Programme Team.
- Preparing event materials such as badges, place names and menu cards.
- Other tasks as appropriate with ranging from ordering newspapers and other resources depending on the event.
- Checking bedrooms are guest-ready.
- Team member assisting with the greeting and registration of guests at events both at Ditchley and elsewhere.

Ditchley Park, Enstone, Chipping Norton, Oxfordshire OX7 4ER

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Registered office: Ditchley Park, Enstone, Chipping Norton, Oxfordshire OX7 4ER
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DITCHLEY

Additionally, alongside or in the absence of the Major Events and Projects Lead, to:

- Be the point of contact for guests during events, and act as liaison between guests and the operational teams (kitchen, waiting staff, porters and maintenance team).
- As some events take place over evenings and weekends, the post holder must be prepared to work outside of normal office hours to support the Programme Team during events. This will be by prior arrangement and the postholder will be entitled to time off in lieu for additional hours worked.

Other duties will include:

- General administrative tasks, such as telephone and intercom/door duty, filing, organising tea and coffee for meetings, and creating/maintaining Word and Excel documents to support the team.

Person Specification

- Confidentiality will be key
- Confident and customer-focused
- Flexible, adaptable and with an enthusiasm for learning new skills
- A proactive can-do attitude will be of importance
- Good verbal and written communication skills
- Experience with event administration / organisation
- A willingness to undertake repetitive tasks involving close attention to detail
- Excellent time management and the ability to prioritise
- Computer literate: competence with the Office suite of applications and tools including Teams, Outlook, Word, Excel, Publisher
- Experience using a CRM (currently Raiser's Edge) desirable
- Experience of Asana project management software desirable
- Willingness and ability to master new software is essential

- Access to independent means of transport will be essential due to the rural location of the business

This post, in line with all Ditchley recruitment, is offered initially with a one year contract, 20 days annual leave in addition to public holidays and further discretionary leave and a competitive salary.

Applications

Applications should be sent in writing to Katie Williams, Major Events and Projects Lead, either by email to: katie@ditchley.com, or in writing to The Ditchley Foundation, Ditchley Park, Enstone, Chipping Norton, OX7 4ER, and should include a current CV with a covering letter explaining why your skills and experience fit you for this role and why you would like to work with Ditchley.

The deadline for receiving applications is 10.00am Monday 9th August 2021.

By applying for this vacancy, you are giving permission for The Ditchley Foundation to contact you and retain your details. For more information, please contact Katie Williams, Major Events and Projects Lead, (info [at] ditchley.com) for a copy of The Foundation's Candidate Privacy Notice.