

*Think*  
*new things*  
*Make*  
*new connections*

## **PROGRAMME TEAM ADMINISTRATIVE ASSISTANT**

**Part Time (20 hours per week over 5 days)**

### **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](http://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. The format for events is a mix of virtual, hybrid and in person, hosted at Ditchley Park in Oxfordshire or elsewhere.

Under the direction and line management of the Head of Programme Delivery, 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 team). The postholder will be expected to play a significant role supporting the Head of Programme Delivery with the administration of the flagship events including the summer Annual Lecture and the Winter Dialogue.

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

Event duties will include, ***in close liaison with the Head of Programme Delivery***:

- Detailed administration for events through the Ditchley database, and ensuring accurate information on all data entry, including contact details, travel details, bedroom allocation etc.
- Preparing event materials such as badges, place names and menu cards.
- Preparing documentation for events, including research to produce biographies and photographs of guests for internal use by the Ditchley Programme Team.
- Other tasks as appropriate in connection with the delivery of the events programme.
- Reception duties as part of a team handling the greeting and registration of guests at events both at Ditchley and elsewhere.

Additionally, alongside or in the absence of the Head of Programme Delivery, 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).

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, but in the process of migrating to Salesforce) 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 pro rata, and further discretionary leave and a competitive salary.

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. In addition, due to the nature of the programme, there may be occasions where it would be desirable for the post-holder to be available to work additional hours in support of the team. These would be by prior arrangement with the Head of Programme Delivery, with additional hours worked paid as overtime.

### **Applications**

Applications should be sent in writing to Katie Williams, Head of Programme Delivery, either by email to: [katie@ditchley.com](mailto: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 on Monday 27 March 2023.

*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, Head of Programme Delivery, (info [at] ditchley.com) for a copy of The Foundation's Candidate Privacy Notice.*