



**Job Title:** Administrative Assistant [Governance and Management]  
**Location:** Futureworks, Manchester  
**Reporting to:** General Manager  
**Salary/Hours:** Part-time/0.4FTE, £40,000 pro-rata/£16,000 p.a.  
**Start Date:** 1<sup>st</sup> August 2019

### Company Info

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

### Job Summary

The postholder will be required to provide first-class secretarial and administrative support to the General Manager [Clerk to the Board]. The position of Administrative Assistant to the General Manager is a new role, and there may be scope for further development of responsibilities and/or the number of hours available as Futureworks matures as an ambitious H.E. provider.

Duties will include undertaking desk-based research for senior management and the Board, supporting the ambition and future development of the organisation, and assisting the General Manager in undertaking monitoring and reporting of relevant processes. The postholder will also be required to set up and maintain electronic and paper filing systems, in addition to responsibilities such as making room bookings, diary management, organisation of senior staff meetings, minute taking and compilation and distribution of emails, letters and reports.

The postholder must be efficient, organised and pay close attention to detail. The role requires an ability to manage a varied and demanding workload, and to communicate effectively and build relationships with people at different levels in the organisation and externally. Thus, a professional attitude, a willingness to help, and the ability to remain tactful and assertive are vital.

Applicants must have the ability to work calmly under pressure, manage competing priorities and meet deadlines. Experience of diary management, in servicing committees and in minute taking are essential, as is a proactive and flexible attitude to work.



### Representative Work Activities

- Formulating agendas and organising supporting reports and briefing papers.
- Time-tabling meetings of the Board and committees.
- Attending and minuting meetings, noting follow-up instructions that arise from the minutes and reporting on action taken.
- Booking travel and accommodation arrangements for senior management.
- Ensuring that all correspondence and relevant materials are produced in a timely and accurate manner.
- Providing general administrative support to the General Manager.
- Coordinating with the Facility Team to make arrangements for visitors.
- Meet and greet visitors on behalf of senior management.
- Liaise with other staff members on behalf of senior management.

### Quality Indicators

Application candidates are expected to have all of the following:

- A good educational background, to degree-level or equivalent, or considerable experience in a similar role.
- The ability to work at times convenient to the Board.
- The ability to attend meetings in person and/or remotely.
- Good listening, oral and literacy skills.
- The ability to produce agendas and generate accurate, concise minutes.
- Strong ICT skills, including Microsoft Office.
- The ability to organise own time and work to strict deadlines.
- Strong record keeping and information skills.
- Knowledge of Equal Opportunities and Human Rights legislation.
- Knowledge of GDPR.

It is desirable that candidates have:

- A strong, proven track record of experience as a P.A.
- Knowledge of Governing Body/Board procedures in a Higher Education environment.
- A first degree, or equivalent.

Please note that this position is a permanent position being offered on a part-time basis (16 hours per week). Specific days and hours are negotiable; however, it will sometimes be necessary to take part in events which may occur during weekends and evenings or require some travel outside of these hours.

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Applications should be in the form of a CV and covering letter and addressed to the General Manager quoting reference **AA010519**. Applications can be sent via email to [work@futureworks.ac.uk](mailto:work@futureworks.ac.uk) or via post to: General Manager, Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS