

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Assistant to the CEO and Assistant Company Secretary</b>
<b>RESPONSIBLE TO:</b>	<b>CEO</b>
<b>LOCATION:</b>	<b>Independent Society of Musicians ('the ISM) 4/5 Inverness Mews London W2 3JQ</b>
<b>Part time:</b>	<b>28 hours a week</b>
<b>Salary:</b>	<b>Circa £45K pro rata</b>

## **RESPONSIBILITIES**

### **Assistant to the CEO and Assistant Company Secretary duties**

Undertake a broad range of administrative and secretarial duties for the CEO including diary management, correspondence, taking minutes, undertaking research, preparing briefings, helping to write Board papers and speeches and being the main point of contact for the CEO.

Undertake some administrative human resources duties including assisting with maintaining staff records such as holiday and sick leave, and contact details, and working on recruitment and the induction process.

Ensure HR records are kept up to date at all times and diarise regular one to ones in respect of all the CEO's line reports.

Liaise with the External Affairs team to ensure that there is coordination between the CEO, her diary and the meeting requirements of EA.

Provide secretarial support with all aspects of Board management from recruitment to the Board to arranging Board meetings and associated meetings.

Collate and format all Board papers and ensure they are sent out in a timely fashion to Board members ahead of Board meetings.

Attend Board meetings and take minutes recording all decisions.

Work alongside the CEO in all aspects of governance relating to the ISM Group in particular:

- Maintain up to date lists of all Directors and Trustees of the ISM Group of companies, their periods of office and their contact details.
- Maintain up to date records with Companies House and the Charity Commission re Board appointments
- Maintain an up to date calendar of all key Governance dates, ISM Group meetings and specific business to be conducted at each ISM Group meeting.
- Maintain an up to date list of all Committees of the ISM Group including Child Protection and Disciplinary Committee, HR Committee and the three Boards.
- Maintain all governance documents.
- Organise the AGM and elections to the Board.

### **Health and safety and risk management**

Ensure the offices meet all health and safety requirements, including the requirements for Fire Marshalls and First Aiders.

Ensure that staff are trained regarding all aspects of health and safety and receive refresher training on a regular basis. All training must be logged.

Manage all assets of the ISM including the premises and ensure that timely repairs and refurbishment are carried out to budget and to time.

Deal with all insurances related to premises and equipment, ensuring that adequate cover is continually in place

Ensure facilities, such as water, air conditioning, electrical items, emergency lighting are well-maintained and regularly inspected and undertake annual Fire Safety check.

Have overall responsibility for the fabric of the building at Inverness Mews, including obtaining quotes for works and ensuring works are carried out as per the tender and to a high standard.

Build and maintain relationships with local residents and businesses and liaise with the Council should there be any issues in the Mews.

Organise events and activities for the staff team to support team culture and collaboration.

## **CORE VALUES FOR ALL STAFF**

Perform your role to a high standard, to time and with dedication and commitment.

Deliver the ISM Group's agreed objectives and maintain our reputation of working at the forefront of supporting the music profession.

Deliver the 5 Gs at all times.

Treat all colleagues, members and people you come in contact with as a result of your work at the ISM with fairness and respect and in accordance with our commitment to equal opportunities.

Ensure effective, efficient and timely communication with all colleagues and stakeholders with an emphasis on face to face communication.

Take responsibility for your own health and safety and responsibility for the reporting of hazards that you believe could impact on health and safety within the ISM's premises and other premises used by the ISM.

Staff are expected to take part in the appraisal process and to undertake continuous professional development and training such as may be necessary to meet our business objectives.

Please note this job description provides a broad outline of the duties and requirements of the post and is subject to review and change to meet the ISM Group's operational needs.

## **Person Specification**

### **Essential:**

- Very strong secretarial and administrative skills
- Strong governance skills
- Experience of preparing business documents including Board papers and drafting and circulating Board minutes.
- Excellent attention to detail
- Health and safety and risk management experience
- Ability to draft letters and emails with minimal supervision in line with brand and style guidelines.
- Absolute loyalty, discretion and confidentiality.
- Excellent common sense and good judgement.

- A highly accurate and efficient record keeper.
- Good team player who works well under pressure and to deadlines.
- Strong IT skills including advanced knowledge using Microsoft office packages such as Word, Excel, Outlook and PowerPoint.
- Strong music background

19 June 2026