

Vacancy Summary

Job Title	Executive Assistant
Salary	Up to £30,000 per annum (FTE, pro rata for part time)
Location	Chilcomb, Winchester
Hours	18.5 (full time job share)
Type of Contract	Permanent

We are looking for a professional and highly organised Executive or Personal Assistant to provide support to the Chief Executive, Board and leadership team at Hampshire Cultural Trust's Winchester offices.

The successful candidate will have experience of working with senior level professionals and demonstrate the attributes required to coordinate across the breadth of the trust's structure whilst managing a varied workload. A proactive, detail conscious and disciplined approach will be required together with significant relevant experience in a similar role. The successful candidate will have an approachable, friendly and professional style with excellent communication abilities in order to build effective working relationships with trustees, stakeholders, colleagues and job share partner.

If you are educated to degree level with a talent for problem solving, a positive, 'can do' approach, excellent IT skills and the relevant experience please email your CV and a covering letter summarising your suitability for the position to: hr@hampshireculturaltrust.org.uk.

Closing date for applications	Wednesday 20 November 2019
Interview date	Wednesday 27 November 2019

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.