



Employment Information Package
**Executive Assistant to Director – Maternity
Cover**

Job Title: Executive Assistant to Director – Maternity Cover
Contract status: Fixed Term Contract, full-time – 12 months
Grade: Higher Executive Officer
Reports to: Director, Chester Beatty
Location: Chester Beatty, Dublin Castle, Dublin 2, D02 AD92, Ireland
Date: February 2021

The Chester Beatty

Described by the *Lonely Planet* as ‘not just the best museum in Dublin, but one of the best in Europe’, the Chester Beatty is a museum and library that houses a world-class collection of Islamic, East Asian and European art assembled by the great philanthropist and collector Sir Alfred Chester Beatty (1875 – 1968).

The Collection comprises of some of the finest treasures of the great cultures and religions of the world, and captures the richness of human creative expression from 3,000 BC to the present day. Located in the grounds of Dublin Castle, the museum welcomes over 360,000 visitors a year and is widely known as the pre-eminent centre in Ireland for the understanding of world cultures.

The Chester Beatty is one of Ireland’s National Cultural Institutions. It is a public charitable trust established under the will of the late Sir Alfred Chester Beatty and is governed by a Board of Trustees. Our mission is to maintain and preserve the museum’s Collections and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research, in order to promote a wider appreciation and understanding of the international cultural heritage embodied in the Collections and to foster relations between Ireland and the peoples whose cultures are represented in the Collections.

For more information on the CB, its holdings and a full schedule of events and activities please visit www.chesterbeatty.ie.

Summary Job Purpose

To cover 12 months maternity leave, the Chester Beatty is seeking a highly organised, responsible and multi-talented individual to provide high-level administrative and managerial support for the Director’s Office. This is an important role at the heart of the museum supporting the work of the Director.

Key Responsibilities

The Executive Assistant to the Director manages the affairs of Director's Office, providing a high level of executive support to the Director and representing the Office to both staff and external constituents with a high degree of efficiency and integrity. This involves prioritising and juggling multiple and frequently-conflicting deadlines, commitments and projects. S/he will develop a full understanding of the Director's Office goals and objectives, the museum's policies and strategy and will have a keen interest in the Collections.

The Chester Beatty is a collaborative organisation: the successful candidate will be an energetic and self-motivated individual with a passion for the arts and excellent interpersonal and organisational skills.

Duties will include but are not limited to the following:

- providing administrative support to the Chair and the Board of Trustees (assisting with the drafting and preparation of Board papers, formal minute-taking and assisting with requests from the Trustees);
- administering all tasks and correspondences related to corporate governance;
- assisting the Director with various corporate governance matters;
- managing the Chester Beatty's paperless board system, including providing support to Trustees;
- working closely and effectively with the Director to ensure she is kept well informed of upcoming commitments and responsibilities;
- drafting correspondence and documents, preparing briefs, research, report writing and liaising with internal and external stakeholders and colleagues;
- screening, sorting and responding as appropriate to telephone, email and written communication, and maintaining office records;
- drafting agendas, arranging meetings, taking and circulating minutes of the Director's meetings as required;
- participating in the management team meetings, as well as scheduling and preparing the agenda and minutes;
- coordinating the Director's diary and making travel arrangements;
- treating all matters related to the Board and the Director's office with discretion and confidentiality;
- coordinating, collating and contributing to quarterly reports of key performance indicators;
- updating the Chester Beatty's CRM system with relevant information from the Director's Office.

Required Skills and Experience

Skills, Knowledge and Experience:

The Chester Beatty is a collaborative organisation and the global nature of the collections is reflected in our multicultural and intercultural programming. The successful candidate will be an energetic and self-motivated individual with a passion for the arts and excellent

interpersonal skills, combined with high-level experience working as an executive assistant. S/he will form part of a dynamic team with the flexibility to adapt to the museum's constantly changing environment.

Essential Requirements:

- education to degree level in the arts and humanities, or another relevant third-level qualification;
- relevant experience working as an executive assistant to a high-level executive or institution head, or equivalent;
- demonstrated knowledge of governance and operations ideally in a non-profit/charity environment;
- experience working with a Board, Board practice and procedures, and formal minute taking at Board meetings;
- proven exemplary writing and proofreading skills;
- demonstrated administrative skills;
- proven ability to handle multiple tasks and deadlines and work with a fluctuating and dynamic schedule;
- a demonstrated proactive approach to problem-solving with good decision-making capability;
- proven strong interpersonal skills and a professional manner to interact courteously and effectively with internal and external stake-holders, local and international contacts, and colleagues;
- demonstrated ability to discreetly and tactfully recognise and handle sensitive and confidential information;
- proficiency with Microsoft Outlook, Excel, Word and PowerPoint;
- eligible to work in Ireland;
- available to start work in early April to ensure a smooth handover of duties.

Desirable

- higher degree or additional qualifications in related fields;
- qualification in corporate governance;
- knowledge of museum operations, standards, practices, and procedures.

Salary

This is a full-time, fixed term post in the Irish public service and the salary is at Higher Executive Officer Standard grade. In line with Department of Public Expenditure and Reform regulations and guidelines on public service pay, the salary for this position will differ for new entrants from outside the Irish public/civil service and for existing Irish civil/public servants.

New Entrants outside the Irish public/civil service:

An incremental salary scale applies and all new entrants from outside the Irish public/civil service will be required to commence employment at the minimum point of the scale which is €49,845 per annum. They will also be required to join the Single Public Service Pension Scheme.

Existing Irish public/civil servants:

For existing Irish public/civil servants, the salary scale of €47,447 to €59,727 applies, subject to approval of the Department of Public Expenditure and Reform.

Annual Leave

The annual leave allowance will be 29 working days a year pro-rata, subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

Conditions

- This is a full-time position which will average 43.25 hours gross/37 hours net per week and this role has a requirement for flexibility in attendance hours and will require occasional attendance at weekends and/or evenings.
- The work location for this position is the Chester Beatty, Dublin Castle, Dublin 2. However for the duration of the COVID-19 pandemic it is expected that there may be remote working combined with attendance at the work location. This will be dependent on the function(s) and duties of the role and will remain under review.

Application Instructions

To apply, interested candidates should submit by email a cover letter expressing interest in the position and outlining relevant experience, together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two professional references to personnel@cbl.ie with “Executive Assistant to Director – Maternity Cover” in the subject line.

Closing date for receipt of applications is 5pm on Friday 12 March 2021.

Initial interviews will take place via Zoom or Skype ideally during the week of 22 March 2021.

Canvassing will disqualify.

Referees will not be contacted until the search committee has informed the candidate of doing so.

The Chester Beatty is an equal opportunities employer.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a recruitment competition with Chester Beatty, we record your name and contact details. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit your request by email to: dataprotection@cbl.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). The Chester Beatty Privacy Policy can be found on the website at [The Chester Beatty Library – Privacy Policy | Chester Beatty](#)

Please note: All data received relating to the application will be held in line with the museum’s record retention and data protection policies.