Wycliffe Hall is looking to appoint an Executive Assistant to the Principal.

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition, committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 110 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

The Principal has overall responsibility for the organisation and direction of the Hall, for maintaining the highest possible standards of teaching, training and community life, and for making the Hall the best possible working environment for its staff. He represents the Hall to external partners (especially the collegiate university and the Church of England) and to the wider world. He is accountable to the Hall Council for the ethos and good running of the Hall.

The Executive Assistant to the Principal is a key role within Wycliffe Hall’s vibrant community. Reporting to the Principal, the Executive Assistant will manage correspondence and diaries, and handle a large volume of varied and confidential tasks with efficiency and discretion. The role-holder will enable the Hall’s leadership to perform its work to the highest standard, and is therefore vital to the success of the Hall’s mission.

A wide-ranging post, it requires intelligence, experience, sensitivity, flexibility, pragmatism and discretion. The role offers an exciting opportunity to interact with a wide range of internal and external stakeholders and to shape the overall effectiveness of the Hall.

As well as directly supporting the work of the Principal, this role provides the opportunity to plan and drive implementation of a number of important tasks across the Hall.

This is a full-time role.

To apply for this post, please send the following:

1) A full CV;
2) A covering letter explaining how your experience and attributes might qualify you for this post;
3) The names and contact details of two referees.
Applications are to arrive by 12 noon, Monday 20th December 2021. Interviews are likely to take place at Wycliffe Hall on Thursday 6th January 2022.

Please email applications to:

vacancies@wycliffe.ox.ac.uk

Or send by post to:

Robyn Wyncoll
Wycliffe Hall
54 Banbury Road
Oxford
OX2 6PW
01865 274200
JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE PRINCIPAL

This role reports to the Principal.

Responsibilities include:

1. Managing correspondence, ensuring that queries are sent on to the correct Hall staff, and that urgent matters are prioritised by the Principal. This will involve working with a range of internal and external stakeholders to resolve queries and ensure that the Principal’s office functions smoothly at all times.

2. Managing diaries, including:
   i. ensuring that the Principal is fully prepared for daily meetings;
   ii. organising regular catch-up meetings between the Principal and other key Hall staff;
   iii. coordinating the Hall’s annual schedule of committee meetings;
   iv. organising arrangements for senior Hall visitors;
   v. organising travel and visas for regular foreign travel.

3. Servicing various committee meetings (drafting agendas, collating and distributing papers, and taking minutes), including:
   i. The Hall Council (the governing body and final decision-making authority) and its sub-committees;
   ii. The Hall Senior Management Team; and
   iii. Any other ad-hoc groups as required.

4. Assisting with a range of Hall events, including regular lecture series and annual student-focussed events.

5. Providing administrative support to the Principal, in particular the prioritisation of key issues.

6. Influencing staff across the Hall to ensure the delivery of important tasks.

7. Liaising with members of the Senior Management Team to ensure implementation of strategic priorities.

8. Undertaking specific projects and developing recommendations at the request of the Principal.

9. Providing appropriate administrative support to the Vice-Principal and other members of Senior Management, as and when directed by the Principal.

10. Providing cover for the work of other administrative staff during holiday and busy periods.

11. Any other duties commensurate with the post, as required by the Principal.
PERSON SPECIFICATION: EXECUTIVE ASSISTANT TO THE PRINCIPAL

Post-related experience & skills

*Essential*

- Significant experience of working as a PA
- Excellent verbal and written communication skills.
- Ability to service committees effectively at all levels.
- Ability to work under pressure and prioritise important tasks over others.
- Ability to organise, motivate and influence others to complete tasks without formal management responsibility.
- Ability to analyse and compile data and produce well-argued and presented recommendations.
- Experience of working with Microsoft Outlook (including calendars), Microsoft Office (Word, Excel, PowerPoint), and a variety of databases.
- Respect for, and ability to work comfortably within, the vision, mission and values of the Hall.

*Desirable*

- Experience and knowledge of the charity sector or the educational world, especially of Oxford University, or experience of working in a Theological Education Institution, or experience of working in the Church of England.

Interpersonal skills & aptitudes

*Essential*

- A proactive approach to working and a desire for excellence in all areas of work.
- Excellent interpersonal skills, and the ability to relate to colleagues, students, and external stakeholders from a wide range of backgrounds with confidence.
- Ability to present a welcoming face on behalf of the Principal and of the Hall.
- Ability to comprehend sensitive situations, and to respond with calmness, friendliness, discretion and tact.
- A high level of attention to detail.
- A desire to work flexibly, as part of changing teams, as well as the ability to work independently.
- A very high level of sensitivity to confidential material and how to handle it.

**Remuneration**

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is between £32,000 and £35,000 per annum depending on experience.

**Pension**

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

**Working hours**

This is a full-time post for **35 hours** per week.

**Holidays**

Initially 25 days per annum, rising to 30 days per annum after 5 years and in accordance with the Hall Holiday Policy, in addition to public holidays, which if these fall during term time, shall be taken at an agreed time during vacations.

**Meals in Hall**

The appointee will be entitled to free meals in Hall during working hours when the kitchen is operational.

**General**

The job description is correct as of 1st December 2021. It will, however, be discussed between the appointee and the Principal, and may be amended, following consultation, to reflect developments in or changes to the job.