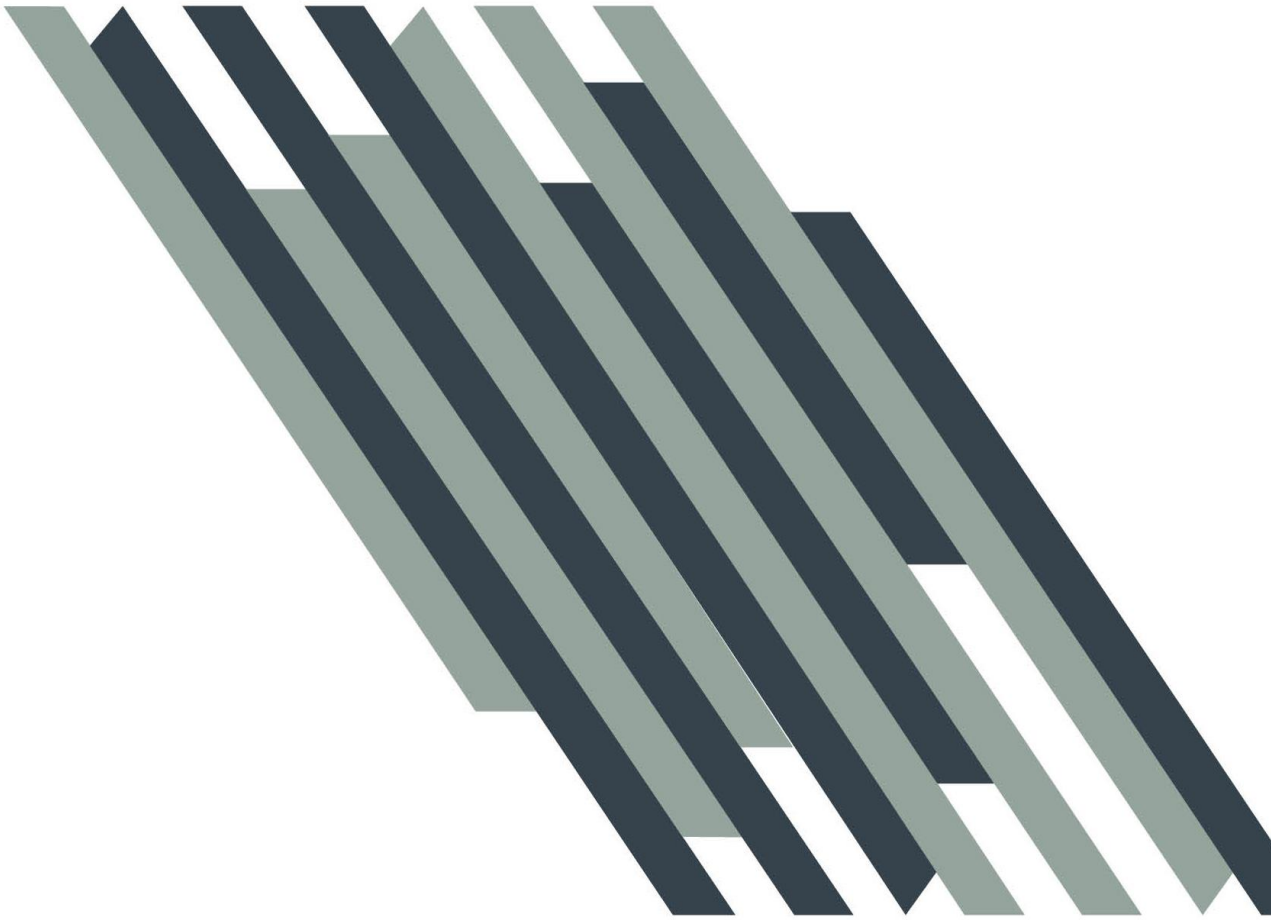
INSTITUTE FOR GOVERNMENT

Personal Assistant to the Director

PAD1807



Welcome from the Director

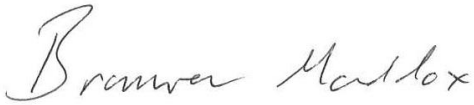
I am very pleased that you are interested in applying for the position of Personal Assistant to the Director of the Institute for Government.

The Institute was established in 2008 with the aim of making government more effective and improving the way it makes decisions. Our aim is to be a catalyst for improvements in government - we don't just conduct research but work closely with people in Westminster and Whitehall to fulfil our mission.

We offer you the chance to be a core part of an organisation which is making an impact in government and politics and to work in a stimulating environment.

We are based close to Westminster and offer excellent working conditions.

We are keen to provide opportunities for our staff to learn and develop. As well as working with colleagues from a wide range of backgrounds and experience, we offer opportunities to enhance skills through internal and external training courses and informal skill sharing sessions.



Bronwen Maddox
Director, Institute for Government

Personal Assistant to the Director of the Institute for Government

The Institute for Government is currently inviting applications for a Personal Assistant to the Director of the Institute (Job Reference: PAD1807), starting as soon as possible.

Our offer to you

This role offers an exciting opportunity to witness the key political developments of our time from the front row seat of a highly regarded think tank in the heart of Westminster. Supporting the Director and another member of the senior team, you will be working in a fast-paced but supportive environment with a brilliant young team. You will have the opportunity to attend the wide range of fascinating events held at our central London premises and take advantage of the varied opportunities for training and skill development that the Institute has to offer.

What we are looking for

We are looking for a highly organised, proactive and reliable individual to support the very active Director and another member of the senior team – currently the Director of Research. Tasks include:

- Proactive and error-free diary management
- Travel planning, including for overseas travel
- Accurate and timely management of expenses
- Liaison with the Institute's Board members and their offices over meetings and other events, and the preparation and circulation of Board and Committee papers
- Taking accurate and useful notes in meetings for later circulation
- Preparing draft slides and briefing for internal and external speaking events and providing biographical information and pictures of speakers at events
- Working with the communications team to manage social media (including Twitter and LinkedIn) under clear direction (eg. uploading pictures from events)
- Working with the events team to support the delivery of Institute events
- Working with the research team to put together timely and useful briefings for meetings and speaking engagements
- Working with research team to gather other information as needed, including undertaking basic numerical analysis and generating tables and charts in Excel.
- Drafting letters to Ministers and other senior external stakeholders, tracking responses and following up as required
- Other tasks which the Institute requires

Person specification

Experience	Providing support and administrative assistance to a senior individual or management team, including managing complex and changing diaries
	Taking minutes and summarising meetings
	Contacts management, including awareness of GDPR requirements
Knowledge/skills	Excellent communication skills including a highly professional phone manner and the ability to deal at a senior level with Board and external contacts including ministers
	Organised and thorough with the ability to work on own initiative with minimal supervision, seeing projects through from start to finish, managing time and tasks effectively
	Ability to handle conflicting priorities as well as tracking progress on a wide range of tasks
	Trustworthy and discreet with excellent interpersonal skills. Able to present a professional and reliable face on behalf of the Director and the Institute.
	Excellent written skills including faultless spelling and grammar and the ability to draft accurate and appropriate correspondence to senior stakeholders
	Excellent Microsoft Office skills, particularly Word, Excel (especially tables and graphs), PowerPoint and Outlook
	Ability to use social media including multimedia within social media tools.
	Sound numerical skills
Attitude	Flexibility and a willingness to undertake varied responsibilities, dealing effectively with changing work priorities
	Ability to work alone and harmoniously in a large, friendly team of bright people
	Interest in and ability to understand the priorities, research programme and projects of the Institute

About the Institute for Government

This is an exciting time for the Institute for Government, the UK's leading think tank committed to making government work better. The issues on which we work are the subject of heated debate and our profile and the call for our work is rising steadily.

The Institute was established in 2008 with the aim of making government more effective. It is non-partisan, in respect of political parties and of individual issues such as Brexit. Currently, it has around 50 permanent staff. It publishes reports and holds many events, whether high profile public gatherings or private roundtables. It also works privately with ministers and officials to help them improve their professional skills. Bronwen Maddox, its fourth director, joined in September 2016.

Why our work is important

Good government is one of the most important factors in the UK's economic performance and the health of democracy and society. The scale of today's political challenges demands ever better leadership from government, and challenges public trust. The Institute's role is to identify, call for and support improvement, working at the highest levels of politics and the civil service and provide advice that draws on evidence from across the globe.

How we work:

- We publish extensive original research, focused on the decision-making and process of government, producing practical recommendations for change.
- We provide tailored development opportunities for ministers, civil servants and their teams.
- We host regular high-level events.
- Our headquarters are a meeting place where leaders from across Whitehall can discuss the challenges of making government work with public servants, academics and opinion formers from across the world.

Further information about our work can be found on the IfG website.

Information for all applicants

Employer: Institute for Government

Location: 2 Carlton Gardens, SW1Y 5AA

Who can apply: Applicants who can demonstrate they have the relevant skills and experience as set out in this pack and the person specification.

Applicants must be able to and be entitled to work in the UK and either: i) be from within the European Economic Area (EEA) and have an entitlement to work in the UK or ii) already hold a relevant work visa.

Key dates: Expected key dates are:
Closing date: Wednesday 20 June 2018, 11:00
Interviews: Week beginning 25 June 2018

Start dates: The start date will be as soon as your notice periods allows.

Terms: Successful candidates will join on a permanent contract subject to a three-month probationary period.

Salary: £35,000 per annum.

Benefits: The Institute has a pension scheme which you will be automatically enrolled into in your third month of employment. Employees are required to contribute a minimum of 5% of pensionable salary and in return the Institute will contribute a fixed 10% of your pensionable salary.

Death in service life assurance of 4 x salary is given to all staff.

Working hours: You will normally work a 5-day week of 37.5 hours (9am – 5.30pm with a one hour lunch break) but you may be required to work outside these hours.

Annual leave: This is a full-time post. Your annual leave allowance will be 30 days in addition to 8 days of bank and public holiday. The Institute's leave year runs from September to August.

Equal opportunities: All job applicants and employees will receive equal treatment.

The Institute for Government collects equal opportunities monitoring information with applications. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.

How to apply

Please email a cover letter and CV to: **recruitment@instituteforgovernment.org.uk**

Closing date: Wednesday 20 June, 11:00.

NB: we would be grateful if you could please complete and return our equal opportunities monitoring form, which is available on our website. This form is for monitoring purposes only and should be emailed separately to your application. Please send monitoring forms to: ifgmonitoring@instituteforgovernment.org.uk

Contacts

If any of this information is unclear, please contact us on: recruitment@instituteforgovernment.org.uk and leave provide your contact details.

Further information about the Institute is available at: www.instituteforgovernment.org.uk