

Executive Assistant

Job Description

Contract status: Permanent, part time (approx. 21 hours per week)

Start date: As soon as possible

Reporting to: Head of Finance and Administration

Relationships: Chief Executive & Artistic Director, Head of Development

Salary range: £28,000 to £31,000 pro-rata

Welcome from the Chief Executive & Artistic Director

Thank you for your interest in the role of **Executive Assistant** with NYOS, the National Youth Orchestras of Scotland.

The Executive Assistant is a new role to support our Chief Executive & Artistic Director, who is responsible for the ongoing management and development of the NYOS and artistic planning across all our programmes; and to support our Head of Development who is responsible for a fundraising strategy that supports all areas of NYOS' work.

The Executive Assistant will coordinate and manage the Chief Executive's scheduling, prepare and organise strategic materials and plans, and support board meetings and the preparation of board materials. This role serves as the eyes and ears for the Chief Executive, connecting her to organisations, projects and business information, ensuring meetings and materials are efficient and effective, and serving as a trusted partner to ensure that the Chief Executive can fulfill her role effectively.

The Executive Assistant will also support the Head of Development with the planning and communication of key fundraising events and ad hoc data management projects, particularly to develop our supporter networks as we work towards NYOS' 50th anniversary year in 2029.

The dynamic nature of this role requires exemplary time management skills and the ability to identify and anticipate the Chief Executive's needs. The Executive Assistant will interact with a broad range of individuals including members of the Senior Management Team, the NYOS Board, external partners and artists, and will be expected to handle sensitive and confidential information with discretion. You do not need to fulfil every element of the job description to apply. We are interested in finding someone who really wants to contribute to NYOS's work and will support your professional development if you have the right potential. If this role excites you, but you are unsure about applying, please feel free to get in touch for an informal conversation.

We look forward to hearing from you!



Kirsteen Davidson Kelly

Chief Executive & Artistic Director

National Youth Orchestras of Scotland
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About NYOS

NYOS nurtures and celebrates outstanding classical youth music-making, with a vision of all Scotland's communities sharing in its social, personal, and cultural benefits. Through our three programme strands - Foundations, Orchestras and Futures – we offer accessible, co-created projects, world-class orchestral training and performances, and unique career development opportunities. Our work is delivered by internationally renowned artists and exceptional tutors. Creativity, ambition, belonging, and joy are fundamental to all we do.

For over 40 years, NYOS has supported Scotland's outstanding young musicians through a dynamic programme of residential training courses, national and international concert tours with leading soloists and conductors, and projects for a wide range of abilities in communities throughout the country. Our first Music Director, Catherine Larsen-Maguire, began her tenure in 2024 and other recent conductors have included Teresa Riveiro Böhm, Martyn Brabbins, Natalia Luis-Bassa and Jac van Steen. We welcome a variety of soloists including the Amatis Trio, Ethan Loch, Aaron Akugbo, Elena Urioste and Jess Gillam.

NYOS provides ensemble experiences for young musicians from age eight upwards and is committed to providing outstanding opportunities at a national level. We recognise the wider holistic benefits of music-making which develop the life skills of our participants, and above all the importance of creating a welcoming, structured, and fun environment for our young people to flourish alongside their peers, regardless of their race, ethnicity, or identity.

Underpinning our work is a strong commitment to removing barriers to participation to ensure that no young person misses out on NYOS opportunities due to their personal circumstances. Embedding this ethos throughout our programmes is of paramount importance to us.

Executive Assistant

Job Purpose

To provide essential support to the Chief Executive & Artistic Director, enabling them to lead NYOS effectively by managing scheduling, preparing strategic materials, coordinating board meetings, and ensuring efficient communication, while also playing a key role in facilitating the smooth operation of leadership activities. To support the Head of Development with fundraising event planning and data management to strengthen supporter networks ahead of NYOS' 50th anniversary in 2029. With strong organisational skills and discretion, the Executive Assistant will ensure the efficiency of key processes and communications across the organisation.

Job Challenge

To support the Chief Executive and the Head of Development through a period of change and growth during which NYOS will be working towards the organisation's 50th anniversary in 2029.

Principal Accountabilities

- Work directly Chief Executive to support all aspects of her daily work routine including maintaining her calendar, scheduling meetings, co-ordinating work with other NYOS staff and freelancers, and making travel arrangements. Exercise discretion in committing time and evaluating needs.
- Assist in fostering collaboration between NYOS and key stakeholders.
- Serve as a primary point of contact between the Chief Executive and the NYOS Board, including helping to coordinate the work of the different committees and providing administrative support for governance meetings.
- Assist the Chief Executive in the development of presentations for internal and external audiences and assist in the preparation and distribution of meeting agendas and materials.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Determine priority of matters of attention for the Chief Executive and where appropriate handle matters personally.
- Prepare letters for the Chief Executive's signature, maintain email and other contact directories, handle printing and filing which may include confidential and sensitive information.
- Work with the senior management team to maintain and update the central NYOS guest list.
- Undertake longer-term data management projects including reconciling historic data for database transfer and updating key contacts.

- Coordinate invitations and support event planning - including venue booking and catering - for key fundraising events.
 - Attend occasional NYOS performances and events.
 - Undertake any other reasonable duties as required to support the work of the organisation
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Person Specification

Knowledge, Skills, Experience and Characteristics

Essential knowledge, skills and experience

- Skilled and sensitive written and verbal communicator, able to advocate and influence
- Experience of working with senior management and at Board level.
- Able to prioritize and make decisions.
- Enthusiasm for new projects and ideas.
- Comfortable interacting with a diverse range of people including senior managers, trustees, supporters, international artists and young people.
- A team player capable of cultivating productive working relationships at all levels.
- Good numeracy and IT skills,
- Aligned with NYOS' values.

Personal Characteristics

- A forward-thinking team player, able to collaborate through change and challenge.
 - A confident communicator, able to build positive and constructive relationships internally and externally.
 - A strategic thinker, highly organised, able to prioritise and to work accurately to deadlines, confident managing multiple workstreams simultaneously.
 - An excellent written and oral communicator, able to respond sensitively to a wide range of people and needs.
 - An enthusiasm for and commitment to youth music a wide range of and to youth development.
 - Committed to principles of equalities, diversity and inclusion.
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Key Terms and Conditions

- **Salary range:** £28,000 to £31,000 pro-rata per annum
- **Hours of work:** Part time (approx. 21 hours per week, permanent role)

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- Flexible working pattern to be confirmed.
 - Occasional evening and weekend work as required for which overtime is not paid, but for which a TOIL policy is in operation
 - **Location:** Based in Glasgow head office, with possible partial home-working following discussion
 - **Annual leave:** Holiday allowance of 22 days annual leave and 12 public holidays pro-rata
 - **Pension:** NEST workplace pension scheme
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Equal Opportunities

The NYOS recognises that many people in our society experience discrimination or lack of opportunity for reasons that are not fair.

These include race, religion, creed, colour, national and ethnic origin, pregnancy or maternity, political beliefs, gender, sexual orientation, age, disability including mental illness, HIV status, marital status, responsibility for dependants, geographical area, social class, and income level.

The National Youth Orchestras of Scotland is committed to a Policy of Equality of Opportunity which respects the identity, rights, and value of each individual, and welcomes applications from all sections of the community.

We are committed to growing the diversity of the organisation and particularly encourage applications from people with disabilities, LGBTQI+, Black, Asian and other global majority backgrounds, care leavers, and those residing in an area of social and economic deprivation as measured by postcode on the Scottish Index of Multiple Deprivations (SIMD) <https://simd.scot/>

Please let us know if you have any support and access requirements. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of the application process, including at interview (which may take place online), please let us know.

How To Apply

Please submit your CV and a cover letter (no more than 2 A4 pages) along with the equal opportunities monitoring form (available from our website) by the closing date of **9am Tuesday 22 April**.

The equal opportunities form is designed to help NYOS achieve its aspiration to become a truly inclusive community. Referees will not be contacted prior to interview or without your permission.

You may send a video or audio recording in place of the cover letter if you wish.

Applications should be e-mailed to: recruitment@nyos.co.uk

Closing date: 9am Tuesday 22 April

Interviews: Monday 28 April

Further Information

Please see the job listing on our website for Organisation Chart, Equal Opportunities Monitoring Form, Equality and Diversity Policy and Privacy Notice to Applicants.

Further information about NYOS is available from www.nyos.co.uk