



HERITAGE of LONDON TRUST
PATRON HRH The Duke of Gloucester KG GCVO

Assistant to the Director

Reports to: Chief Executive

Salary: £35k - £40k per annum depending on experience

Full time (4 days per week will be considered) & permanent, hybrid working

Heritage of London Trust (HOLT) is recruiting for a key role in our organisation.

We are looking for an energetic, highly-organised person to support our work across projects, events and fundraising. This is a core operational role and would suit anyone with a talent for planning, people and events management. You will need experience of working in a professional environment, with excellent time management, business sense and judgement, and an ability to be persuasive and build strong external relationships. You will be IT savvy, flexible and adaptable, with a dedication to detail and excellent verbal and written communication skills.

Practical skills will be key: you will provide efficient PA support to the Director, arrange meetings and site visits and confidently assist with the planning and delivery of our many VIP events and project launches around London. Communication skills are also vital: we are looking for an enthusiasm for team working and friendly communications with stakeholders and donors.

This is a fun job, full of variety, and your role will be at the heart of the organisation, working closely with the Chief Executive and Head of Philanthropy. You will have a fantastically varied range of activities, project visits and events across the city and the option of hybrid working. We are based in a newly designed co-working office in Victoria, with regular events, talks, breakfasts and discounts on restaurants and local businesses as well as a summer terrace, free coffee and bike store.

Key tasks:

- PA support to the Director – diary management and logistics – shared responsibilities
- Setting up site visits to projects across London and coordinating meetings
- Coordinating the organisation and delivery of indoor and outdoor VIP and community events, including project launches, private lunches and dinners, talks, tours and HOLT's annual conference.
- Managing events including welcoming donors and stakeholders and follow up
- Maintaining accurate and up-to-date records on our donor database, e-Tapestry

Essential skills/interests required:

- Excellent and proven organisational ability
- Excellent IT skills, including Excel. Experience of using a CRM database is desired, but not essential.
- A flexible and proactive approach, good under pressure
- Good business sense and good judgement
- Articulate and friendly
- Reliable with a strong work ethic
- An interest in heritage, the arts and creative engagement opportunities for young people

Application deadline: 5 pm Friday 3 January 2025

Please apply to Dr Nicola Stacey on nicola.stacey@heritageoflondon.org with the information below:

- Your CV and cover letter
- When you would be available to start
- Where you are based

If you have any questions about the role before this please feel free to contact us on 020 7099 0559 or info@heritageoflondon.org and we will arrange a phone call.

If we select you for interview we expect to let you know by 7 January 2025.

Thank you for your interest!

Heritage of London Trust is an equal opportunities employer.