



Job title	Personal Assistant to the Director of Accommodation, Catering & Conferences (DACC)
Main purpose of job	To support the Director of Accommodation, Catering & Conferences, responsible for the day-to-day organisation of the DACC business and ensuring the smooth running of the DACC office
Relationships Responsible to:	Director of Accommodation, Catering & Conferences
Relationships / Liaison with	Heads of DACC Departments
Responsible for:	DACC Administrator
Hours of work	35 hours per week
Term	This is a permanent, full-time position.

The Director of Accommodation, Catering & Conferences has a busy and demanding schedule. You will play a key role in helping the DACC to conduct their activities in a timely and efficient manner. This includes dealing with a wide range of matters, sometimes highly confidential (including Data Protection matter) and/or urgent and includes the handling of day to day correspondence, managing the electronic diary and arranging, attending and producing minutes for various internal meetings. You will carry responsibility for the effective day-to-day organisation of the Director's business and will be expected to work closely with relevant Heads of Department, Fellows, students and staff alike. You will also have line management responsibility for the DACC Administrator.

Key Tasks and Duties

- Organise the Director's diary, prioritising appointments to ensure efficient management of the Director's time - to include arranging internal and external meetings with hospitality/catering if required.
- Line management responsibility for the DACC Administrator.
- Produce, organise, and distribute a wide range of documents, including the agenda's and supporting paperwork for the Accommodation, Catering & Conference Committee, Heads of Department weekly meetings, Health & Safety Committee and Donations Committee.
- Provide support to the DACC in his role as the College's Health & Safety Officer, which includes acting as administrator for Peninsula Business Safe Online, a health and safety management portal.
- Provide support to the DACC in his role as the College's Data Protection Officer, which includes supporting with Subject Access Requests and general GDPR queries.
- Arrange the annual Health & Safety audit of the College.

- Administer incoming mail and e mail, including diverting to the relevant officer where the Director's personal attention is not required.
- Produce routine correspondence on behalf of the Director.
- Provide support to the DACC as the College's Personal Licence Holder, which includes renewing the College's premises licences as appropriate and applying for Temporary Event Notices for internal events when required.
- Act as Secretariat and key contact point for students with regard to Amalgamated Clubs sports meetings.
- Ensure the collation of individual grant applications, act as minute taker at the termly meetings and liaise with accounts to ensure those grants approved are appropriately credited to students.
- Ensure that the necessary logistical arrangements are made for the College Degree Days including the hiring of marquees, tables, chairs, flower arrangements and music if required. Close liaison with the Fellows Secretary and the Development Department is required for this.
- Annually update the Undergraduate and Graduate handbook for fresher students in close liaison with other departments and ensure it goes to print on time.
- Ensure the Music Licence is renewed annually. Music Licence is required to allow events to take place in College which involves the playing of music.
- Ensure that the DACC updates the annual list of charges for Fellows and Guests and Graduates and Undergraduates each Michaelmas Term.
- Maintain e-mail and other distribution lists.
- Develop and maintain an appropriate local filing system and retrieve relevant material when required.
- Track correspondence and chase actions where necessary.
- Deal with telephone calls, greet the Directors visitors, and arrange appropriate catering for meetings and deliver beverages where required.
- Other appropriate tasks to assist in the work of the DACC as requested.