HALLÉ

EXECUTIVE ASSISTANT AND OFFICE MANAGER

(FULL-TIME PERMANENT)

Recruitment information pack

ABOUT THE ROLE

The Executive Assistant and Office Manager works across departments to provide accurate and efficient administrative support. Reporting to the Chief Executive, this role is pivotal in ensuring the smooth operation of the Halle's administrative, governance and office functions.

Supporting the Chief Executive and Finance Director, the postholder provides high-level executive assistance, managing schedules, and overseeing office systems and supplier relationships. They act as a key point of coordination for governance and compliance processes. The role also provides essential administrative support to HR and contributes to the organisation's operational efficiency, with a focus on professionalism, discretion and continuous improvement.

MAIN DUTIES AND RESPONSIBILITIES:

Executive Assistant

Provide administrative support to the Chief Executive and the Finance Director, including:

- Diary Management
- Scheduling and organising meetings
- Preparing reports, presentations, and documents as required
- Coordinating travel arrangements
- Managing correspondence and maintaining confidentiality

Governance

Provide statutory/company secretarial and administrative support for all Hallé Concerts
Society group entities including:

- Maintenance of company registers and statutory files, trust deeds and bank mandates.
- Assisting with the completion and filing of Annual Returns and accounts to Companies House, Charity Commission, and other statutory bodies as appropriate.
- Organisation and minuting of the Hallé's Annual General Meeting.

Arrange, coordinate, prepare documents for and minute Board meetings, Board sub-committees and other meetings as required. This includes Senior Management Team; Staff; Senior Advisory Group; Pension Committee; and several Trust Committees.

Support Chief Executive in collating data, compiling and submitting information for core funder applications and surveys including grant claim processing.
This includes the Arts Council England, Manchester City Council and Greater Manchester Combined Authority requirements.

HR

Assist HR Manager by providing administrative support across the employee lifecycle:

- Maintaining employee data including personnel records, absence and holiday monitoring.
- Support recruitment process including advertising vacancies, monitoring applicants and arranging interviews.
- Managing employee onboarding including issuing contracts and overseeing induction process.
- Scheduling of annual appraisals for Administrative Staff.
- Maintaining Equal Opportunities monitoring.

Office Management

Manage the day-to-day office function by:

- Managing relationships with external suppliers and key partners (e.g. External IT, Bridgewater Hall)
- Ensure a safe and compliant office environment (HSE standards)
- Procure office supplies, equipment, and sundries
- Issue and maintain office equipment

PERSON SPECIFICATION

You will be a good fit for the role if you can demonstrate the following:

- Excellent communication skills, both written and verbal.
- Experience of minute-taking and providing Board Level Support.
- Proven experience as an Executive Assistant, Office Manager, or similar administrative role.
- Strong diary management and organisational skills.
- Experience of following processes, in a HR or governance context or other.
- Ability to manage multiple priorities with competing deadlines.
- Commitment to excellence with an exceptional work ethic and a can-do attitude.
- Ability to work independently, displaying strong initiative in solving day-to-day problems.
- Able to build effective working relationships at all levels of the organisation.
- Excellent MS Office skills and experience of efficient and effective use of these skills.
- Experience of improving or streamlining process, leveraging IT solutions or AI to make efficiencies.
- Tact, discretion and the ability to act confidentially with sensitive issues
- An interest in the arts, particularly classical music is desirable but not essential

CONDITIONS AND BENEFITS OF THE POST

SALARY

The salary for this post will be £32,000 per annum.

HOLIDAYS

25 days annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days.

PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75%.

OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

HOURS & WORKING LOCATION

The post is full-time permanent based on a 36.25-hour week. Our office hours are 09.00-17:15, from Monday to Friday. The role is office based with options to work flexibly/remotely at the discretion of the Line Manager.

PROBATIONARY PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is two months on either side.

REFERENCES

The appointment is subject to the receipt of satisfactory references.

RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

HOW TO APPLY

The Closing date for this role is **Monday 30th June 2025.**

To Apply for this role please download the application form and Equal Opportunities form from our website, www.halle.co.uk

Once you have completed the forms please submit them via email: HR@halle.co.uk

If there are any adjustments that would support you in your application, please do let us know when you apply.

THE SELECTION PROCESS

The selection process for this role will be made up of a short telephone interview followed by an in person interview:

Telephone interviews will take place on Wednesday 2nd July, they will last no more than 15 minutes and will be an opportunity to learn more about the role and briefly discuss your application.

Interviews will be held at Bridgewater Hall on Friday 4th July. Interviews are competency based and questions will be related to the skills set out in the person specification. There will also be a task to complete, further details about the task will be sent in advance of the interview.

FURTHER INFORMATION

If you have any questions about the role, please contact Jennifer Stevens – Jennifer.stevens@halle.co.uk

ABOUT THE HALLE

The most articulate, consistently beautiful playing of any full-time orchestra in recent years.

The Spectator

Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate.

The Times

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra's vision today, yet the Hallé is much more than just a world-leading symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.

Since Hallé's death in 1895, his ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and most recently Sir Mark Elder, who stepped down as Music Director at the end of last season after almost a quarter of a century at the helm. Now, as Sir Mark assumes the mantle of Conductor Emeritus, the baton passes to Kahchun Wong to open a new chapter in the Hallé's history as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leaders, Roberto Ruisi and Emily Davis. Hailing from over 14 different countries, they are extraordinary, multi- skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.

Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracts capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award and a 2024 RPS Award for Manchester Classical.

EQUITY, DIVERSITY INCLUSION AND BELONGING

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We actively welcome applications from people of all ages and backgrounds, particularly from Black, Asian, and Minority Ethnic communities, Disabled people and young people.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work.

HALLÉ CONCERTS SOCIETY
ORGANISATIONAL CHART

CHIEF EXECUTIVE

Executive Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

ARTISTIC PLANNING DIRECTOR (P/T)
- Senior Artistic Planning Manager [Deputy]
  - Artistic Planning Manager (Residencies) (P/T)
  - Artistic Planning Manager (Pops) (P/T)

FINANCE DIRECTOR
- Finance Manager
- Assistant Finance Manager
  - Finance Assistant
- HR Manager (P/T)

HALLÉ CONNECT DIRECTOR
- Education and Outreach Manager [Deputy]
  - Community Outreach Administrator
  - Connect Administrator
  - Education Administrator (P/T)
- Ensembles Manager [Deputy]
  - Youth Ensembles Administrator
  - Choral Administrator (P/T)

DIRECTOR OF COMMUNICATIONS AND DIGITAL
- Head of Brand & Design [Deputy] (P/T)
  - Digital Manager
  - Digital Content Producer
- Marketing & PR Manager (P/T)
  - Communications and Digital Assistant
- Publications Manager (P/T)
- Marketing Officer

CONCERTS DIRECTOR
- Concerts Manager
  - Concerts Administrator
- Librarian (P/T)
  - Assistant Librarian
- Orchestra Manager
- Orchestra Personnel Manager
- Senior Stage and Transport Manager
  - Stage Manager

VENUES DIRECTOR
- Venues Operations Manager
  - Venues Operations Officer
  - Venues Operations Officer
  - Venues Housekeeper (P/T)
- Venues Sales and Events Manager

DEVELOPMENT DIRECTOR
- Individual Giving & Legacy Manager, Archivist [Deputy]
  - HLF Project Manager (P/T) (F/T)
  - HLF Archivist (P/T) (F/T)
  - Halle St Peter's Community Producer (P/T) (F/T)
- Corporate Partnerships and Major Trusts Manager (P/T)
  - Development Officer
  - Development Assistant (Trusts and Foundations)

(P/T) Part time • **(F/T)** Fixed term