



# Recruitment Pack

## Executive Assistant



Ushaw Historic House, Chapels & Gardens  
registered charity 527408

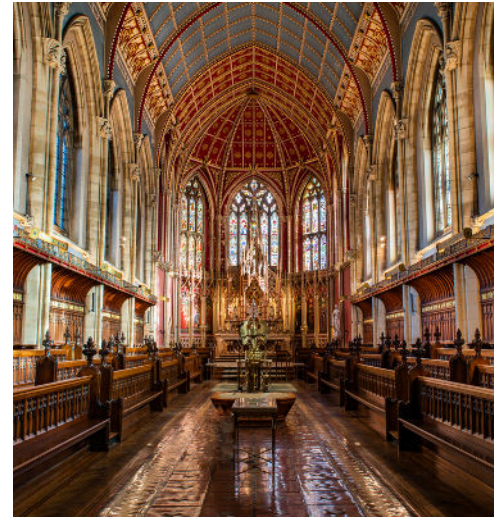


# About Ushaw

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Ushaw is a place where activities and people come together to create experiences beyond belief. We harness culture and heritage to enrich people's lives through their encounters with exhibitions, performances, workshops, training, talks, and our inspiring architecture and artefacts.

Ushaw is a historic estate with stunning chapels, glorious gardens and illustrious museum and library collections. It is also a hub for creative businesses with workspace and conference facilities; and idyllic parkland and agricultural estate with space for festivals. Our history originates in the early nineteenth century; collections date back to the ninth century and today Ushaw is focused on looking forward to delivering a sustainable enterprise for the future.



Ushaw now operates as a mixed economy, heritage visitor attraction supported by commercial activities including conferencing, hotel accommodation, retail and catering.

By the end of 2024, Ushaw will have been open as a heritage visitor site for ten years. This period of transition from exclusive educational establishment to vibrant cultural heritage venue has been marked by trial and review, consolidation and growth. We have tested the appetite for Ushaw to develop a new purpose as a heritage and cultural attraction with varied commercial activities and have made a compelling case for Ushaw's future direction which is evidenced by the growth in annual audiences to over 100,000 and a largely self-sustaining financial model.

## Our plans for the future

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As we enter the next decade of operation we have ambitious plans to develop the whole Ushaw estate. This includes:

- Removing the unused buildings from the Historic England at risk register and bring them back into meaningful use.
- Safeguarding our other listed buildings by implementing a full conservation plan that protects the buildings for the next one hundred years.
- Expanding our programme of cultural activities to engage national and international audiences ensuring that Ushaw plays a key role in the North East's cultural tourism offer.
- Telling the story of British/ English Catholicism since the sixteenth century through new displays of Catholic material culture; increase our visitor engagement to 200,000 annually.
- Embedding wellbeing in our culture for all those that visit or work at Ushaw.



**Become part of the team that will develop the huge potential of this unique estate!**



# Our Mission, Ambitions & Values

## Mission

We will preserve the Ushaw estate – its land, buildings and artefacts - for the purpose of public appreciation and enjoyment of culture, heritage and education.

### Did you know?

Ushaw has the world's greatest collection of architecture by the Pugin family.

## Ambitions

To develop the Ushaw estate into a sustainable and vibrant resource for the North of England.

Ushaw will be a place where lives are enhanced and enriched through heritage, culture and creative experiences accessible to all.

### Did you know?

During covid-19 Ushaw's visitor numbers grew - largely through local visitors discovering and enjoying our grounds

## Values

### Open

We are open and welcoming to all, embracing equality, diversity and inclusion.

### Brave

We are brave - pushing boundaries and are not afraid of challenges.

### Connected

We are connected - we respect the past whilst embracing the future.

### Creative

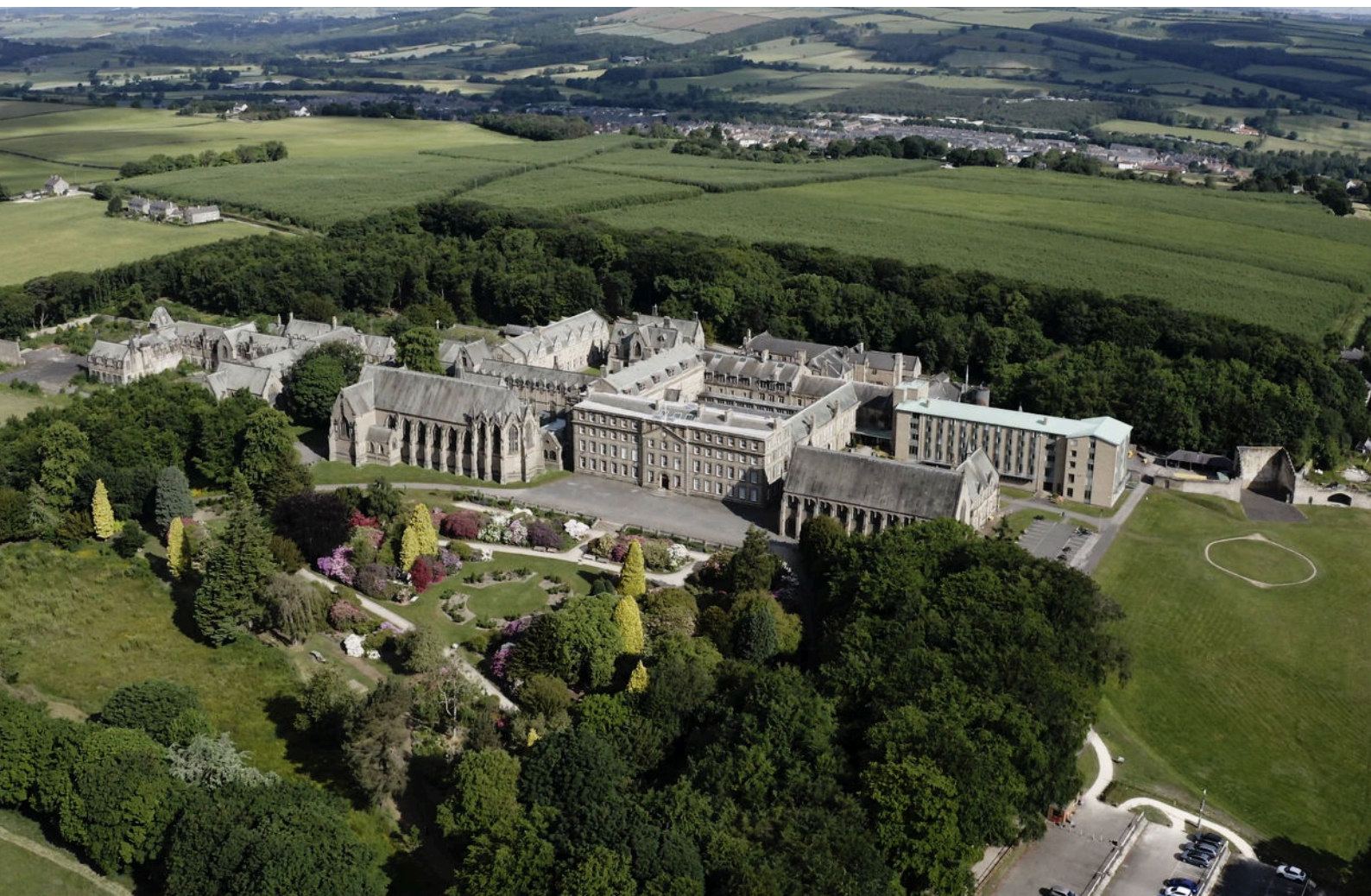
We are creative - in our own approach to what we do and to inspire creativity in others.

### Caring

We are environmentally conscious and care for both our environment and our communities.

### Did you know?

Ushaw was ahead of the game when it comes to self sufficiency - they even used to produce their own gas!





# The Role

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Executive Assistant

Reporting to: Co-CEOs

Salary: £27,500 per annum (pro rata)

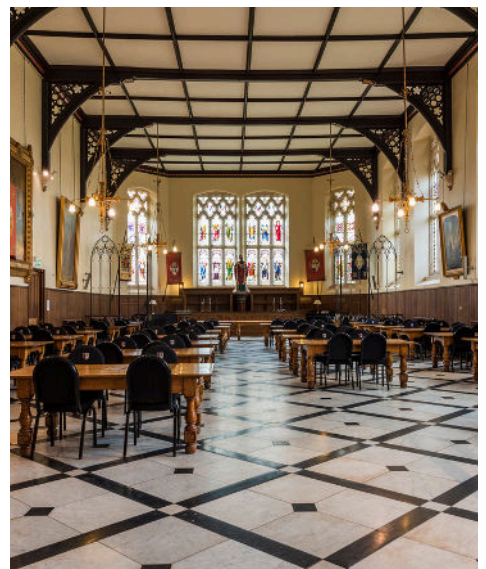
Hours: up to 30 hours a week

Ushaw Historic House, Chapels and Gardens is looking for an experienced Executive Assistant to support the Co-CEOs in ensuring the smooth and efficient running of Ushaw and to provide operational support across the whole business. We are looking for a pro-active problem solver with exceptional communications skills. Applicants should have experience of working with colleagues at a senior level, performing a range of administrative duties. The executive assistant will need to be flexible and consistent while maintaining the confidentiality of high-level systems and operations.

## Responsibilities

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- Scheduling and calendar management, as well as content and flow of information to the leadership team, board of trustees and other external stakeholders
- Inbox management including responding to and redirecting emails and other correspondence as directed.
- Liaise with leadership team and other key colleagues across the organisation.
- Manage information flow in a timely and accurate manner.
- Assist with the development of policy and strategy documents
- Support the CEO/COO with travel and accommodation arrangements.
- Maintain professionalism and strict discretion and confidentiality.
- Organise and plan events, both internal and off-site on behalf of the Co-CEOs
- Support Human Resources and Health & Safety functions by maintaining relevant records systems.
- Provide support for Board of Trustees and Advisory Board by arranging meetings, preparing agendas and papers and taking minutes
- To draft and circulate internal communications
- To manage the review of all policies and procedural manuals including those relating to Safeguarding and GDPR compliance





## What we are looking for

- Excellent time management and organisation skills
- A confident communicator who is able to build trusted relationships with staff, tenants, contractors and space users
- Knowledge of Health & Safety, Safeguarding, GDPR and Health & Safety guidelines.
- A positive attitude, adaptable problem solver with good communication and customer service skills
- Excellent IT and administration skills

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent experience</li> <li>• GCSE maths and English</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working as an Executive Assistant, Personal Assistant or similar role; or experience in an administrative role reporting directly to upper management</li> <li>• Experience of organising internal and external meetings</li> <li>• Experience of managing a busy diary involving multiple individuals</li> <li>• Experience in developing and maintaining internal processes and filing systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a heritage or arts setting</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.</li> <li>• Ability to problem solve and work to tight deadlines</li> <li>• Ability to work with a wide range of stakeholders including visiting public, funders and contractors</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Excellent knowledge and proficiency with MS Office tools and an aptitude for learning new software and systems.</li> <li>• A commitment to Equal Opportunities.</li> <li>• An understanding of, and sympathy with Ushaw's mission and values.</li> </ul>	



## Benefits

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- Hybrid / Flexible working
- 25 days' annual leave + 8 bank holidays (pro rata)
- Employers pension contribution
- Annual membership of Ushaw Historic House, Chapels and Gardens; shared access to Historic Houses membership scheme

## To Apply

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Please submit a CV and covering letter outlining how you are suitable for the role to [jobs@ushaw.org](mailto:jobs@ushaw.org) by 5pm on 10 October 2025. Interviews will be held week beginning 27 October 2025.

To discuss the position further please contact:

### **Lucy Jenkins**

Co-CEO & Director of Culture and Heritage

[lucy@ushaw.org](mailto:lucy@ushaw.org)



To learn more about Ushaw, please visit our website  
**[ushaw.org](http://ushaw.org)**

