**Job Description and Person Specification**

**Personal Assistant**

**Context**

A fantastic opportunity has arisen for a Personal Assistant to the Founder of an exciting venue - a trailblazing concept that marries deep immersive experiences with the education of a museum, incorporating elements of the most successful visitor attractions. Science, technology and fun are at the forefront of what we do.

Twist is a trip down the rabbit hole into the world of illusions. Not just experiencing the strange and unknown, but understanding it. How do illusions work? When all your senses are deceived, what happens to the brain? And how do these stimuli shape your sense of reality? Twist was founded to examine the science behind such questions through fun, interactive exhibits for all the family.

Twist Museum London will act as a Launchpad for international expansion.

**About the Role**

We are recruiting for a role that requires an exceptionally organised, proactive individual to provide administrative and project support to the Twist Founder. This is a position that offers the opportunity to work closely with a top executive of a fast-growing start up, and play a critical role in the success of the company.

**Key Responsibilities**

* Provide diary management for the founder arranging internal and external meetings and online calls
* Anticipate the needs of the Founder and proactively take steps to ensure they are met, including managing emails and phone calls, preparing materials for meetings, and conducting research
* Collaborate with other members of the team to ensure seamless communication and coordination across all levels of the organisation
* Deal with correspondence where required; including preparing and formatting documents and converting documents from word to PDF and vice versa
* Complete paperwork filing as necessary and maintain effective office filing system
* Coordinates travel and accommodation as necessary
* Process expenses claim forms and invoice management
* Occasional personal assistance as required
* Manages special projects as required
* Order and manage office supplies
* Arrange maintenance of office equipment where appropriate

**Personal Specification**

* Extensive PA experience to a Director or Founder within a fast-paced, dynamic environment
* Great organization skills and excellent attention to detail
* Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities
* Excellent written, numeracy and verbal communication skills
* Tact, diplomacy and discretion
* A great team player with a positive, ‘can-do’ approach
* Excellent MS Office skills - Word, Excel, PowerPoint and Outlook
* A high level of personal integrity and ability to maintain confidentiality
* Professional, proactive and enthusiastic
* Degree or equivalent qualification preferable

This is initially a six-month fixed term. The contract will be thereafter be extended on a rolling six monthly basis.

**Benefits**

* Competitive salary
* Annual Leave: 25 days holiday (Pro-rata)
* Season Ticket Loan and Cycle to Work Scheme.
* Ongoing training and development
* Vouchers for Free Admission to the Venue for Friends and Family

**How to apply**

We are committed to equal opportunities and diversity therefore all qualified applicants will receive equal consideration for employment.

Applicants are invited to apply in confidence by submitting a CV together with a covering letter indicating how their knowledge and experience match those specified.

Please email your application, in confidence, to: Sharmane Barrett, [sharmane@twistmuseum.com](mailto:sharmane@twistmuseum.com)  by 30 December 2023.