



JOB DESCRIPTION: PART-TIME PERSONAL ASSISTANT

Eilís Davis, Artistic Director for Talent Development at Diverse City, is looking for a part-time Personal Assistant (PA). The role includes administrative tasks (email inbox organisation, diary management, meeting scheduling, travel planning, note taking) and weekly meetings to organise workload and assist Eilís in prioritising tasks and time management. You will set up effective working practice strategies for Eilís to make best use of her energy and strengths.

Fee:

£30 per hour, 5 hours per week. This is a fixed-term part-time freelance role. There will be an initial two month probationary period, to help ensure the work dynamic is functional, fun and works for everyone - with the opportunity for the contract to be extended on from there.

Location:

Remote / Bristol or South West England.

About Eilís Davis:

Based in Bristol, with regular work nationally and internationally, Eilís is a neurodivergent creative and optimistic activist working toward a better, more equitable future.

Eilís has worked for [Diverse City](#) for 14 years and is part of the core team. She contributes to the charity's strategy, fundraising, planning, consultancy, report writing and leads on the artist development work. Since January 2024 Eilís has been undertaking an MBA in Senior Arts Leadership through the University of Wolverhampton, researching touring models within the current arts industry climate. She is an ambitious cultural leader. Within her work at Diverse City, she is also an Artistic Director of [Extraordinary Bodies Young Artists](#), a collaborative project with Cirque Bijou. Through her work, Eilís supports D/deaf, Disabled and non-disabled emerging talent to train, develop and flourish in the performing arts. Working with large integrated participatory groups, Eilís creates contemporary theatre that includes circus, live music, and anarchic stories. The shows tour at major venues nationally and sometimes internationally. Her current show is a piece of gig-theatre that speaks to queer and disabled audiences, titled ['The Other Life I Lead'](#).

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The Role:

- The Personal Assistant role is funded by an Access to Work grant. Part of the role is taking responsibility for submitting claims to this grant, which includes formatting invoices within the ATW requirements. The role also includes working in collaboration with Diverse City finance to keep track of this grant and record invoices and claim payments.
- This role's primary focus is to be supportive to Eilís and so listening to and understanding needs and challenges is essential, to come up with strategies together that can enhance her working practice.
- The role can be a mixture of in-person and remote working or be fully remote. Eilís is happy to design the layout with the right person. There may be occasional periods of travel to attend whole team meetings.

Weekly tasks include:

- Monitoring emails: responding/organizing as necessary, flagging high important requests for Eilís, supporting responses, making sure things don't get missed or lost in a busy inbox, filing emails accordingly.
- Managing her diary: scheduling internal and external meetings, working with Eilís to block out time within her diary for certain projects, using the diary as a tool for work prioritization and organization, holding times of focus and placing deadlines to ensure work is completed.
- Check ins: regular conversations to reflect and gather within a busy work life, supportive chats that give space for hearing the impact of work, focus on calibrating where we are within the diary, and look for solutions and ways forward inclusive of care and rest.

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- To do lists: providing Eilís with a regular to do list or work summary, in a clear and easy to read format to support her through the week.

Monthly tasks:

- Project planning: taking an overview of the current projects and timelining them, plotting the time needed for tasks and focusing on breaking larger workloads into smaller, more manageable blocks. Eilís often has several projects running at once, so planning is required to avoid burn-out.
- Notetaking: As assistance to memory, taking clear and action focused notes within meetings supports Eilís' overall work and ability to focus on meetings.
- Digesting large reports/budgets/pieces of information and translating them into succinct and clear summaries: Eilís receives large documents, spreadsheets or other forms of data for various aspects of her role, and as a board member to other charities, looking for the essential information from these documents is supportive to Eilís' understanding and protection against overwhelm.

Ad hoc tasks:

- This role includes some flexibility to take on work that will support Eilís, such as transcribing recorded evaluations to be included within reports.
- Occasional meetings with wider Diverse City team to contribute and develop Diverse City as a whole, sharing knowledge of working within this PA role.

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Person Specification

(Essential) We would love to meet people who...

- Are great written and verbal communicators with good attention to detail.
- You will require excellent communication skills and be a calm, organised presence who likes a good belly laugh.
- Are good at working methodically to organise effective systems and problem solve.
- Are interested in arts and culture and have some experience of planning workshops or events.
- Have confidence and experience in using software including Slack, SharePoint, Microsoft Excel, Word and Outlook.
- Have a positive, proactive, and flexible working approach with the ability to schedule in dialing up or down hours depending on workflow.
- Can bring calm and pause to high pressure situations.
- Commit to the [Social Model of Disability](#).

(Desirable) and it would be great if you also had:

- Previous experience of supporting and working with disabled people.
- Previous experience with Access To Work grants and claims.
- Previous experience of working in theatre or cultural setting.
- An interest in health and wellbeing tools and practices.
- Confidence and experience in using additional software including Hubspot, Canva, Grammarly, Global Tasks, and QLab.

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Deadline for Applications: September 29th 2026.

Interview Dates: October 7th and 8th via remote video chat (subject to flexibility).

Estimated Start Date: November 2026 (or earlier).

How to Apply:

Please provide a CV no longer than two A4 pages long, as well a cover letter sharing a little about yourself and what interests you about this role.

Additionally, please confirm in your application email that you've completed our [Equality and Diversity Monitoring Form](#). This form is fully anonymous, and helps us in understanding our reach and impact when advertising job opportunities.

Your CV and cover letter should be submitted by September 29th to Jesse Black Mooney (Company Manager) via jesse.blackmooney@diversecity.org.uk.

We welcome people to submit applications earlier than the deadline, as well as reach out to with any additional questions they may have.

About the Application Process:

We aim to get in touch with every person who applies for a role with us, to let them know of the outcome of their application – however there are times due to the number of submissions where detailed feedback is not possible.

Applicants who are invited to interview will receive a copy of interview questions for review prior to meeting with the interview panel. For the part-time Personal Assistant role, this panel will consist of Eilís Davis and Jesse Black Mooney.

Access & Inclusion

We encourage applications from people who face systemic barriers to the arts, because we need diversity of thought, experience and approach more than ever.

Diverse City welcome and actively seek applications from those currently under-represented in our workforce and the arts community, particularly people from the global majority and disabled people (as defined by the Equality Act 2010).

We will work with you to remove any barriers to applying or attending a chat. If you have any questions about this role, you can get in touch with Jesse Black Mooney (Company Manager) at jesse.blackmooney@diversecity.org.uk.

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