

August 2022

Hub Administrator

Dear Applicant

Thank you for your interest in working with us here at Charnwood Arts. We welcome applicants who share our passion for participatory and community arts and have included with this letter a job description to give you as much information as we can to support your application.

To apply we would like you to send us a skills-based CV (maximum 3 pages) together with a covering letter (maximum two pages) explaining why you think you would be ideal for the post of **Hub Administrator** at Charnwood Arts based on your CV and experience.

The **closing date** for applications is the Friday the **16th September at 5.00pm**

Shortlisting week starting the **19th September**

The **Interviews** will take place on the **27th, 28th or 29th September** at the home of Charnwood Arts, 27 Rectory Place, Loughborough LE11 1UW

I also enclose an equality opportunity monitoring form together with a GDPR consent form and would be grateful if you could return these to me along with your application to my email address below.

Accessibility

If you require this or any further information in an alternative format, please email Shirley.novak@charnwoodarts.com. You are encouraged to share any access requirements you may have for interviews in a covering note your application. Finally, I wish you the very best of luck with your application.

NB: We are also advertising for the post of Finance Officer, and we would consider combining the roles into a single full-time job for the right candidate.

Yours sincerely

A handwritten signature in black ink, appearing to read "Shirley Novak".

Shirley Novak
CEO Charnwood Arts
shirley.novak@charnwoodarts.com

CHARNWOOD ARTS LTD

JOB DESCRIPTION

Job Title:	Hub Administrator (part time)
Post Responsible To:	Chief Executive Officer (CEO)
Base:	Charnwood Arts base at 27 Rectory Place Loughborough LE11 1UW
Rate of Pay:	Rate of pay: £12,075 pa (based on a full-time salary of £24,150 pa, pro rata)
Hours of Duty:	0.5 FTE

JOB PURPOSE: To provide Charnwood Arts Ltd with core services in the delivery of our creative hub at Rectory Place. This exciting and essential role focuses on administrative aspects of delivering Charnwood Arts' activities including room booking, administrative support to the team and social media marketing. The post holder will work co-operatively with the CEO, the wider team, the Board, freelancers, partner organisations, volunteers and the public to support the organisation and the programme of Charnwood Arts.

CORE RESPONSIBILITIES:

Office Management Responsibilities:

- Ensure office cover and access, dealing with all enquiries, phone calls and general emails in line with our SLA agreement with Arts Council England (ACE) and Charnwood Borough Council (CBC) and the needs of staff within the regular hours of the organisation, normally 9am–5pm.
- Establish and maintain a functional and efficient office base, including organisational systems, record keeping, archiving, filing, dealing with callers, maintaining the office environment and creating a welcoming atmosphere.
- Provide administrative support to the CEO and core staff in respect of the overall programme and specific elements as they arise.
- Support in drafting/writing reports and correspondence for the CEO and the Board and distributing as required.
- Service Board meetings, including the Annual General Meeting (AGM), in conjunction with the CEO & Chair, preparing and disseminating information required. When required, attend meetings, taking minutes, word processing and disseminating minutes, and take other appropriate action following meetings as requested by the CEO / Chair.
- Service other meetings of the organisation as required.
- Be jointly responsible, as part of the core team, for non core team members when utilising Charnwood Arts office and workshop spaces.
- Ensure that our insurance requirements are kept up to date. Order office supplies, equipment and materials, overseeing orders in accordance with our Financial Regulations. Monitor and maintain records of these transactions and our inventory.
- Co-ordinate and ensure, with the team, that all contractual returns are duly made to the Arts Council England, Charnwood Borough Council and other funders.

Marketing responsibilities:

- Work with the CEO, core staff, and others involved in maximising the potential for promoting the work of Charnwood Arts Ltd through ensuring a vibrant, relevant web and social media presence including the regular updating of our website and various social media accounts.
- Work with the CEO, core staff and when appropriate, the Board, to produce press and media releases, ensuring good press discipline and compliance internally and in respect of the requirements of external funders.
- Work with the CEO to create marketing plans for the organisation– particularly in relation to telling the stories of the work of Charnwood Arts and celebrating our achievements.
- Maintain the data collection requirements of Audience Finder.
- Implementing Charnwood Arts activity monitoring and impact evaluation processes and assisting with the collection and processing of evaluation data.

Personnel Responsibilities:

- Record Annual Leave, Sickness and Time Off in Lieu, ensuring accurate and up to date personnel records are maintained in line with Data Protection standards.
- Maintain appropriate confidential administrative records of staff, freelance artists, volunteers, consultants and associates.
- Assist with the process of recruitment as required.
- Undertake DBS checks as required.
- Monitor environmental impacts as required by ACE contractual agreement.

Governance Responsibilities:

- Assist in ensuring that the Board receives timely information on all relevant matters
- Work with the CEO to enable the Board of Trustees/Directors to fulfil its functions and legal responsibilities under charity and company law.
- Assist the Board and staff with processes of policy review.
- Assist with the induction of new staff and volunteers following policy
- To undertake training as identified to support the successful delivery of the responsibilities of the role.
- To respect and adhere to Charnwood Arts' policies in relation to equity, diversity and belonging and to undertake training in this area as required.

Please note:

We are also advertising for the post of Finance Officer, and we would consider combining the roles into a single full-time job for the right candidate.

In addition to the above functions the Hub Administrator should undertake any reasonable activities as required by the CEO or the Board.

PERSON SPECIFICATION:

The Administrator will need to demonstrate the following skills and competencies:

	Essential	Desirable
Qualifications and Training		
Recent experience in an administrative position	X	
Specialist Knowledge and Understanding		
Highly competent and intuitive IT skills with substantial experience of working with a range of office software including Zoom, Publisher, Excel, Databases, Power point and Word processing on Mac systems	X	
Experience of planning and working to deadlines	X	
Experience or knowledge of Arts Council England National Portfolio Organisation reporting requirements		X
Work or Relevant Experience		
Minimum 2 years' experience in busy office environment or equivalent	X	
Knowledge and experience of participatory and community arts practice		X
Working to a Board of Directors/Trustees		X
Relevant Skills and Abilities		
Sound report writing skills.	X	
Ability to pick up new tasks with minimum training and handover.	X	
Experience of social media marketing.		
Personal Qualities		
Outgoing, approachable, practical, problem solving, flexible personality required	X	
Confident in dealing with the public, with friendly telephone manner	X	
Highly motivated and proactive person who can adapt to change and work well within a small team.	X	
Good communication skills	X	
Work-Related Circumstances		
Appointment subject to criminal records checking (DBS)	X	
Ability to work flexible hours occasionally including evenings and some weekends	X	

Charnwood Arts – Equality and diversity monitoring form

Charnwood Arts is committed to improving representation from all sections of the community within its workforce and it is our policy to ensure that no application for employment receives less favourable treatment on the grounds of age, colour, ethnicity, disability, gender identity, marital status, religious beliefs, responsibility for dependents, sex, or sexual orientation.

To monitor our equal opportunities policy effectively, it is necessary to request information from applicants on the issues stated above, as outlined in the 2010 Equality Act and Charnwood Arts Equality & Diversity Policy. The information you provide will be treated in the strictest confidence and will be used for statistical monitoring only. It will be detached from the application form prior to shortlisting and will not form any part of the recruitment process. All data supplied will be stored electronically and managed in accordance with the General Data Protection Regulation (GDPR). Please return your completed form to CEO shirley.novak@charnwoodarts.com

CANDIDATE NAME:

1. Gender

Male Female Prefer not to say
Intersex Non-binary

I identify as another term (please provide details):

2. Age

16-20 21-30 31-40 41-50
51-60 61-65 65+ Prefer not to say

3. What is your sexual orientation?

Bisexual Heterosexual Lesbian Gay
Prefer not to say I identify as another term (please provide details):

4. Marriage and Civil Partnership

Are you married or in a civil partnership?

Yes No Prefer not to say

5. Caring responsibilities

Do you have caring responsibilities? Please tick all that apply:
None Primary carer of child/children under 18

- Primary carer of disabled adult(s) 18+
- Primary carer of older person
- Secondary carer (another person carries out the main caring responsibilities)
- Prefer not to say

6. Disability

Disability is described as *"any physical or mental impairment which has substantial and long term adverse effects on a person's ability to carry out normal day to day activities"*¹. The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process if you are a job applicant.

'Long term' is taken to mean approximately 12 months or more.

Yes, I have a disability No, I have no disabilities Prefer not to say

If you have ticked yes, please tell us how your ability might affect or impact your ability to give your best at work:

7. Ethnic origin

Please put a tick against the group that best describes your ethnic origin. Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. If the group you feel you belong to is not listed below, please give details in the section marked 'other'

White

British Irish Welsh Scottish Northern Irish
 Gypsy or Irish Traveller Prefer not to say

Mixed/multiple ethnic groups

Black Caribbean and White Black African and White
 Asian and White Other
 Prefer not to say

¹ Equality Act 2010

Asian or Asian British

Bangladeshi Chinese Indian Pakistani

Other Prefer not to say

Black, African, Caribbean or Black British

African Caribbean

Other Prefer not to say

Other ethnic group

Arab Prefer not to say

Any Other ethnic group. If any other ethnic background, please state here:

8. What is your religion or belief?

Christian Muslim Buddhist Jewish

Hindu Sikh Not religion or belief

Prefer not to say Other

If other religion or belief, please specify:

GDPR Regulation compliance

Dear Applicant

For the purpose of the General Data Protection Regulation (GDPR), consent is required to the holding and processing of personal data provided by you to Charnwood Arts Ltd, for all purposes relating to the performance of your contract of employment with Charnwood Arts Ltd including, but not limited to:

- Administering and maintaining personnel records
- Taking decisions as to fitness for work
- Processing information regarding equality of opportunity and treatment of data subjects in line with Charnwood Arts Equal Opportunities Policy

Information on applicants who are unsuccessful in their application for employment will be retained for a period of twelve months from the date of the advertisement.

All personnel records are used purely for employment purposes and are accessible only to the individual concerned, and to their individual manager with direct/indirect reporting responsibility for the employee concerned.

If you agree with this approach please sign below:

Name:

Signed:

Date:

Position Applied for:
