



ARTS CONNECTION – CYSWLLT CELF



PROJECT & ADMINISTRATIVE ASSISTANT

Fixed Term Contract for 7 months, March – September 2019

**Job Description
Person Specification**

January 2019

ABOUT US

Arts Connection – Cyswllt Celf is a participatory arts charity working in North Powys, Wrexham and the borders. We are revenue funded by the Arts Council of Wales and have provided high quality participatory arts projects in a wide range of artistic mediums since 1994. Our work with schools, children, youth, the learning disabled and the wider community offers increased involvement and participation and a welcoming bilingual doorway into the arts.

We have 5 creative programmes, which include *Arts for All*, aimed at older people and families, *Learning by Art*, aimed at children and young people, *Art of Wellbeing*, aimed at the learning disabled and others with physical or mental health issues, *Wild @ Art*, which has a focus on sustainability and the environment and *Skills & Thrills*, which looks at developing participatory arts practice.

WHAT WE'RE LOOKING FOR

Arts Connection – Cyswllt Celf is an organisation that creates opportunities to bring people together to learn and have fun through participation in all forms of art.




As the Project & Administrative Assistant you will have the opportunity to join our small team and support in the implementation of our programme of activities and events.

We are looking for applications from people who have a passion for the arts and are interested in working with communities. We welcome applications from those who work in other sectors, not necessarily the arts, who have an enthusiasm for the role.

HOW TO APPLY

Please apply using the online application form where you will be asked for a covering letter and CV and confirmation, that if successful, you can attend the interview date. Fill in your application here - <http://artsconnection.org.uk/jobs/>

To be considered for the post your covering letter should:

-  Refer to each of the essential and desirable points of the person specification
-  For the essential points please demonstrate how you meet it by giving us an example
-  Please be clear and concise – bullet points are acceptable

Closing Date: Monday 21st Jan, 12 noon

Shortlisting: Tuesday 22nd Jan

Interviews: Friday 25th Jan

PROJECT & ADMINISTRATIVE ASSISTANT

Hours: Part-time (2 days per week). The post holder may be required to work extra hours as deemed appropriate by the Project Officer and Financial and Administrative Assistant, which will be paid at the same hourly rate as the contracted hours.

Salary: Scale 12 – 18, £17,173 - £18,319 p.a. pro rata, dependent on experience

Contract: Fixed Term Contract for 7 months, March – September 2019 on successful completion of a 6 week probation

Main purpose of post: To assist the Project Officer and Financial and Administrative Assistant in ensuring that the administration of the business is carried out as efficiently and effectively as possible





Reporting to: The post-holder will report to the Project Officer and the Financial and Administrative Assistant and will be supervised by a Trustee

Holidays: 33 hours over 6 months (Bank Holidays entitlement will be discussed with applicants)

Based at: Arts Connection's office, Youth and Community Centre, Llanfyllin, Powys, SY22 5DR

OUTLINE OF KEY DUTIES




General office duties

-  Forward any written, telephone and in person enquiries to the appropriate staff member
-  Input and update databases as required
-  Prepare and maintain schedule for updating and translating policies for the Board of Trustees
-  Research and admin support for the Board of Trustees




Accounts & Finance

-  Dealing with petty cash





Building

-  Carry out the weekly fire alarm check
-  Weekly shower flush and monthly emergency lights check
-  Log any building maintenance issues and report them to the Financial & Administrative Assistant





Meetings

-  Minute weekly team meetings
-  Attend and take minutes of all Board Meetings, A.G.M and E.G.M.
-  Prepare, copy and distribute agendas and minutes of meetings



Marketing and publicity

-  Assist with production and distribution of press releases and publicity materials
-  Add, update and manage posts on social media together with Project Officer & Financial & Administrative Assistant
-  Assist the Project Officer in implementing marketing, audience development and digital initiatives
-  Distribution of print to a range of venues, community groups and events


Project Support

-  Set up and take fees at workshops and events as required
-  Book venues for projects
-  Support the Project Officer in distributing project paperwork
-  Support the Project Officer in project associated tasks

Membership

-  Maintain membership records and process membership applications
-  Compile monthly members and What's On newsletter










Other

-  Any other duties as required by the Board of Trustees or Project Officer, commensurate with the post







-  Attend Arts Connection events, where needed

PERSON SPECIFICATION – PROJECT & ADMINISTRATIVE ASSISTANT

ESSENTIAL

-  Ability to work on own initiative and as a team member
-  Ability to work quickly and efficiently, occasionally under pressure
-  Excellent interpersonal skills
-  Able to maintain confidentiality
-  Able to communicate effectively
-  Computer literate in Microsoft Office
-  Full driving licence and own transport
-  Attend Board Meetings, A.G.M.s and E.G.M.s in the evening as required
-  Undertake relevant training as necessary

DESIRABLE

-  Knowledge of, and enthusiasm for, participatory arts
-  Ability to communicate in Welsh and English (oral and written)
-  Comfortable working with Photoshop or similar packages
-  Knowledge and experience of using Social Media as a marketing tool
-  Email client experience (i.e. Mailchimp)
-  Knowledge and experience of using CMS