

axisweb

we support artists

August 2019

Dear Applicant,

Thank you for your interest in the position of Administrator at Axisweb. You will find all the information you need in this pack to assist you in making your application:

- Cover letter (this letter)
- Overview of the organisation
- Job key facts
- Job description
- Person Specification

Please ensure you send the following items in one email addressed to hello@axisweb.org with the subject line 'Administrator Application' no later than 10.00 am on 11 September 2019. Applications received after this time will not be considered.

Your application must include:

- A completed [application form](#) in a PDF format
- A completed [Equal Opportunities monitoring form](#)

If you are shortlisted for the post you will be invited to attend an interview at Axisweb on or around 20 September 2019.

If you have any questions about the role please email mark@axisweb.org.

With thanks and best wishes,

Mark Smith
Executive Director

axisweb

www.axisweb.org | 01924 200502 | hello@axisweb.org
S9 The Art House, Drury Lane, Wakefield, West Yorkshire, WF1 2TE
Charity No. 1002841 | Company No. 2595018 | VAT No. 545 6847 08

Overview of Axisweb

Founded in 1991, Axisweb is an independent charity, we are committed to providing a platform to support **[artists]** and profile what they do. Through a determination to create the space **[artists]** need, our programme comprises a range of activities:

- Providing our members with access to services and knowledge that support their practice.
- Helping our members connect with commissioners and audiences.
- Facilitating collaboration and improve best practice through action research and knowledge sharing.
- Facilitating debate and the exchange of ideas about artistic practice.
- Showcasing contemporary art by drawing on our members and enabling audiences to explore artists stories, ideas and best practice.
- Delivery of an awards / commission programme that supports our members and celebrates excellence in art.

For more information visit: www.axisweb.org

Administrator Key Facts

Hours: 15 hours per week (excluding lunch breaks)
Location: Wakefield City Centre, West Yorkshire
Responsible to: Executive Director
Probation period: 12 weeks

Salary and benefits

- £16,500 (pro rata)
- 23 days holiday per year (pro rata) plus public holidays (pro rata)
- Supportive and positive working environment
- Good opportunities for learning and development
- Flexible working hours with some opportunity to work from home

Disclaimer

This document does not constitute an offer of employment nor forms any part of any contract.

Administrator Job Description

Overall Job Purpose:

To provide effective administrative support in the development and delivery of Axisweb's programme of activities.

Main Duties and Responsibilities:

1. Financial

- a. Maintain effective and accurate financial administrative processes to ensure accurate record keeping and reporting
- b. Administer the processing of income and expenditure transactions, for example sending invoices and paying bills

2. Membership

- a. Provide administrative support to ensure the effective delivery of the Axisweb Membership scheme

3. Vacant Space

- a. Maintain and develop relationships with artists, landlords, agents, local authorities and service providers to support the management of all current and new Vacant Space properties
- b. Support and monitor usage of properties, including access, health and safety, and risk assessments

4. Communications

- a. Support the communication of Axisweb campaigns and activities, for example generating and collating content for marketing materials and updating of the website, social media and other digital platforms

5. Administration

- a. Carry out general administrative support including: responding to enquiries, research, arranging meetings, booking travel, dealing with post, filing, photocopying, minute taking
- b. Assist in the development and delivery of Axisweb events and activities as required
- c. Support the compliance with charity, legal and funding requirements
- d. Undertake specific projects and other duties appropriate to the post

These duties and responsibilities are indicative and not exhaustive. We may make adjustments from time to time to reflect the changing needs of the organisation. We may require you to carry out reasonable alternatives within the character of your post. We expect you to adopt a flexible approach to your role but will consult you about significant changes.

Administrator Person Specification

	Essential	Desirable	How Assessed ?
QUALIFICATIONS			
5 GCSEs grades A*-C/9-4 or equivalent (including English Language and Maths)	X		A
Administration Qualifications		X	A
EXPERIENCE			
Able to demonstrate success and experience in establishing and maintaining effective administrative systems	X		A / I
Financial administration and reporting		X	A
Working as a member of a team	X		A
Working on own initiative		X	A
Working within the arts and with artists		X	A
KNOWLEDGE			
Working knowledge of relevant policies, procedures, codes of practice / legislation relevant to charities and limited companies		X	A
Understanding of the key business and financial principles and processes for a successful organisation	X		A / I
Awareness of the issues around property management such as health and safety		X	A / I
SKILLS			
Excellent administration and organisational abilities with attention to detail	X		A / I
Financial administrative skills		X	A
Numerate – good with numbers and arithmetic	X		A
Minute taking		X	A

Excellent written and verbal communication skills with the ability to communicate with a range of stakeholders	X		A / I
Good IT skills - Google Docs, email, using the internet - with aptitude to learn new software and systems	X		A / I
The ability to manage workload and prioritise task requests	X		I
Ability to resolve problems	X		I
Customer service skills		X	A
PERSONAL QUALITIES			
Flexible attitude to work including: <ul style="list-style-type: none"> ● Working hours ● Demands and changes in the role ● Willingness to be involved in projects and initiatives ● Willingness to travel 	X		I
Reliable, tolerant, and determined	X		I