

**ART
HISTORY**



**LINK
UP**

Job description

- Job title:** Charity Administrator, Art History Link-Up
- Contract:** Freelance, envisaged as 7 hours a week with potential to expand
- Fee:** London Living Wage, currently £10.55p.h., payable by invoice at the end of each calendar month
- Location:** Remotely or in Islington/Central London as required
- Responsible to:** Chief Executive and Chair of Trustees

The Role

Art History Link-Up is a small charity in the midst of an exciting period of growth and change and we are looking for an individual with enthusiasm, energy and passion who can support us on this journey.

This post works across and supports all functions of the charity; including the Chair of Trustees and Trustee Board, funders, stakeholders, teachers, teaching assistants, and most importantly, our students. Ideally we're looking for an individual with administration skills and a willingness to learn.

The perfect candidate will be well organised and have strong interpersonal and communication skills, with a knowledge and interest in arts and culture, who relishes the opportunity to flex and learn new skills. The successful candidate will have a meticulous attention to detail and ability to multi-task.

Clearly this is a part-time position and the responsibilities outlined below are intended to encompass every possible scenario and are not anticipated to serve as a performance expectation. Duties assigned and expected will be reasonable and achievable within the allotted timeframe.

Overview

Art History Link-Up (AHLU) was established during the 2016/17 academic year. Its first programme, Art History for Everyone, a free fast-track AS Art History course for state supported students, emerged from a two-year pilot in two state schools in 2014, undertaken for the Association for Art History. In order to open the scheme up to all state school students and to provide first-hand access to the works of art being studied, the

scheme was developed independently by Art History Link-Up, a registered charity, in 2016 and relocated to The Wallace Collection on term-time Saturdays.

Art History for Everyone is now hosted at the Wallace Collection, where it is generously supported by the Wallace Collection and funded by The Band Trust, and at the National Gallery, where it is generously supported by the National Gallery, with funding from the Rothschild Foundation and other supporters. Current AHLU students are taking an Art History Extended Project Qualification (EPQ) course taught alongside an A level over one year, with the opportunity to study for a further year and to sit the A level exam at the end of the two year course.

There is significant demand for places and the majority of students – approximately 50- 70% - are BAME and / or from ‘widening participation’ backgrounds. Over half last year’s cohort of students say they are considering applying to study Art History at FE/HE or careers in the arts as a result of taking the courses and have set up their own alumni body. Colleagues at other museums, galleries and institutions have been generous with space and time. Every student is offered learning support in the form of EPQ/homework club run by teaching assistants, visiting expert advice on careers and FE/HE applications, and access to work experience in relevant sectors including at the Royal Collection, Society of Antiquaries, Victoria & Albert Museum, Art UK and HENI Talks.

Art History Link-Up has exciting plans for expansion, development and partnerships which you will be an integral part of and it is anticipated that this role may expand and develop over time.

Main areas of responsibility:

Charity Operations

Communication with students, teachers, teaching assistants, teachers, volunteers and parents, as directed and appropriate

Maintaining records and files using the shared Google drive

Posting material on social media as directed

Sourcing supplies as appropriate and directed

Some administration of the charity’s board, which may on occasion include minute taking

Building and updating database

Supporting the sourcing of evaluation data

Representing AHLU at events and functions as appropriate

Supporting the preparation of funding applications and reports

Supporting diversity and equality of opportunity

Abiding by all organisational policies, codes of conduct and practice

Programme Administration

Supporting the Chief Executive in teacher/student recruitment and class coordination

Compiling and collating data

Posting information on the Google Classroom as required

Supporting the Chief Executive with HR-related areas, for example, the arrangement of DBS checks for staff and volunteers, seek references and so on.

Any other appropriate duties as required

To ensure confidentiality of all sensitive information in accordance with the Data Protection and other relevant legislation and Codes of Practice.

Finance (in conjunction with the Treasurer/book keeper)

Support the Chief Executive in responding to finance related queries
Liaising with the bookkeeper as required
Any other appropriate duties as required by the CEO or Treasurer

Person Specification

Essential

- At least six months' relevant experience, ideally but not necessarily within a cultural sector or charity environment
- A passion for administration, with relevant examples of how this has been applied in either a work-related or other environment
- Excellent verbal and written communications skills
- Excellent attention to detail when dealing with data input, correspondence and numbers
- Proficient in Microsoft Office, including Word, Excel, Outlook and PowerPoint
- A good working knowledge of basic ICT systems
- Basic financial literacy skills
- Ability to work proactively and use own initiative
- A team player who demonstrates willingness to collaborate positively with colleagues at all times
- Strong commitment to equality and upholding the organisation's values
- Excellent time management skills
- A lively interest in and appreciation of the arts, and the impact the sector can have on the lives of young people

Desirable

- Knowledge of the UK arts sector, and experience of working with high-level stakeholders or donors
- Knowledge of the UK education sector with an interest in issues around widening participation
- Knowledge of Art History and / or the museum and gallery sector
- Experience in taking and writing minutes, summarising discussions and writing update reports
- Experience working in fundraising events, or other related-events experience
- Knowledge or experience of using accounting systems

Additional Information:

The role will be based from your own home/office, or in Islington, or in Central London, on occasion

Occasional evening and weekend work may be required

The post is subject to a 6-month probationary period

To apply

Apply to info@arthistorylinkup.org with a CV and covering letter indicating why you consider yourself suitable for this position with reference to the person specification and job description (no more than 2-pages). **Deadline for application: 17th February at 9pm.** It is anticipated that interviews will be held and appointment made in the following week.

Please include details for two references (we will only contact referees upon an offer of the position)

If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustment which may be necessary to enable you to carry out the duties of the post. Please, also, indicate any assistance we can give to enable you to attend or participate in an interview.

Equal Opportunities

It is the policy of Art History Link-Up to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability in accordance with the Equality Guidance Act 2010.

Safeguarding

Candidates should be aware that the position involves some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as “spent” must be declared. Successful candidates will be required to complete a Disclosure & Barring Service application. References will be sought and we may approach previous employers for information to verify particular experience and qualifications. Successful candidates will be required to both review and act in accordance with Art History Link-Up’s Safeguarding Policy which, along with some of our other policies, is available on our website.

Charitable status

The charity called Art History Link-Up (charity registration number 1172792) is a Charitable Incorporated Organisation (C.I.O.), registered address The Old Rectory, Wiggonholt, West Sussex RH20 2EL, for more information visit www.arthistorylinkup.org.

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