



- JOB TITLE:** Freelance Administrator
- FEE:** 14 hours a week at £10.75 per hour
- LOCATION:** Remote, occasionally within Central London as required
- ROLE:** Art History Link-Up (“AHLU”) is seeking an exceptional administrator to ensure the seamless delivery of its successful Art History for Everyone programme, as well as central charity administration. Working closely and reporting to the Chief Executive, you will play a key role in supporting the operations of the charity, engaging with trustees, teachers, students, staff and volunteers.
- DUTIES:**
- Art History for Everyone Programme Delivery
- Supporting the annual student recruitment process: acknowledging and collating applications
 - Supporting the Adminstrating the Extended Project Qualification (“EPQ”) process: tracking and following-up on EPQ submissions, liaising with students, EPQ mentors, and exams offices
 - Collection and filing of day-to-day documentation such as parental permissions and medical forms
 - Organising lesson venues and support with AHLU special events
 - Supporting communication with current student and AHLU alumni regarding networking, work experience, or alumni events
- Central charity administration
- Liaising with charity bookkeeper with respect to expenses and invoices
 - Issuing and collating Gift Aid forms
 - Payment of DBS check fees
 - Arranging room bookings
 - File management systems
 - Overseeing updates of the charity’s website
- PERSON:** As a key liaison between the CEO, students, teachers and others, your role will be critical in making sure that students supported by the charity continue to receive first-class art history education and further opportunities.

We're looking for someone who can demonstrate:

- First-class attention to detail and responsiveness
- Strong verbal and written communication skills
- Proficiency in standard Microsoft and Google-based programs
- The initiative to follow-through tasks without constant oversight
- A commitment to the charity's vision and ethos

ABOUT US:

Only eight state schools in the country currently offer History of Art A level yet the creative industries added over £100 billion to the UK economy and account for 1 in 11 jobs in the UK. We think that art history shouldn't belong to just the handful of people who currently have the opportunity to study it, but that every young person, regardless of background, should be able to enjoy and benefit from our rich visual culture

Since 2016, the AHLU has delivered art history education to students of all backgrounds through programmes at the Wallace Collection and the National Gallery, where art history is taught 'live', face-to-face with some of the world's greatest masterpieces.

We know we're making a difference. In stark contrast to sector norms, over half our students are from BAME or widening participation backgrounds. Our students are vocal about the difference AHLU has made to them - opening up the world of the visual arts, helping them get a recognised qualification, or even directing them towards the arts sector in their future careers.

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.

HOW TO APPLY: Application is by c.v., with covering letter giving details of two referees to be approached upon appointment, to info@arthistorylinkup.org as soon as possible.

