

## **JOB DESCRIPTION**

### **Post Title: Administrator**

<b>Salary:</b>	£19,000 per annum (pro rata)
<b>Hours:</b>	1 day per week on a 1-year fixed-term contract (with potential for extension)
<b>Location:</b>	VASW Office at Spike Island, Bristol
<b>Application deadline:</b>	Monday 25 <sup>th</sup> October, midnight
<b>Interview date:</b>	Wednesday 3rd November
<b>Start date:</b>	As soon as possible

Visual Arts South West is seeking a new Administrator to provide support for the whole organisation and team.

We are seeking candidates looking for a role to sustain their practice or studying at the postgraduate level. The successful candidate will be a confident and effective communicator with the ability to work flexibly around the needs of a team.

VASW is committed to inclusivity and developing equitable practice. This is a reflective and active process. We consider diversity a strength and are keen to make our workforce more representative of the different backgrounds and experiences that make up our communities. We acknowledge the multiple barriers that many communities face, and we work to remove these in our programmes and organisation. We particularly welcome applications from people who are currently underrepresented in the UK arts sector, including those from Global Ethnic Majority

backgrounds, those who identify as D/deaf, disabled or neurodivergent, LGBTQIA+, are early in their careers and those from lower socio-economic backgrounds or living or working in areas of socio-economic deprivation.

**Responsible to:**

- The post holder's activity is jointly line managed by the Producers of VASW and is responsible to its Steering Group.
- VASW works in close partnership with Spike Island, and VASW roles are employed through Spike Island.
- The VASW Network Manager is responsible to the VASW Board of Directors, including the Spike Island Director.

**Partners:**

VASW is part of Spike Island's National Portfolio, funded by Arts Council England.

**Job Purpose:**

VASW will become an increasingly crucial network and resource hub for visual artists. The role is to support the team with administrative tasks, including preparation of invoices, coordination and minute taking of steering group meetings, and being responsible for implementing social media and monthly newsletters.

**Key responsibilities:**

Programme

- To facilitate and develop a culture of knowledge exchange across the regional Network, supporting the team with effective administration to underpin the organisation.

Communications and Partnerships

- To support the Online Producer in ensuring the VASW website and digital communications are kept up-to-date, compliant with statutory regulations (e.g. GDPR), and developed according to industry standards.

- To support the team in newsletter writing and distribution, coordination
- To be aware of the implications of diversity for the arts and promote diverse perspectives in all activities undertaken.

#### Finance and administration

- To work with the team to present management accounts. Supporting the team on delivering the budget and processing invoices.
- Look after the office administration and foster an atmosphere of quality production and a supportive working environment.
- To administrate quarterly reports outlining the networks activities and plans, organise steering group meetings and work with the Co-Chairs to ensure meeting agendas and minutes are formally presented.
- To maintain appropriate administrative records and files of the network ensuring safe storage in formats easily accessible to the VASW Steering Group.

**Person Specification:**

Criteria	Essential	Desirable	Assessed
<p><b>Qualification, knowledge and experience:</b></p> <ul style="list-style-type: none"> <li>● Educated to degree or equivalent</li> <li>● Working knowledge of and interest in the contemporary visual arts sector and related policy issues</li> <li>● Good understanding of the cultural, social and political content and opportunities for VASW and CVAN</li> <li>● Experience in working with diverse groups</li> <li>● Knowledge and commitment to equality, diversity and inclusion and the Creative Case for Diversity</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p>Af / I / P<sup>1*</sup></p>
<p><b>Planning and organising:</b></p> <ul style="list-style-type: none"> <li>● Proven research and organisational skills.</li> <li>● Proven ability to plan, manage and prioritise own workload</li> <li>● Administration and financial acumen</li> <li>● Digitally literate, with effective computer and administrative skills</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p>Af / I / P</p>

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<sup>1\*</sup> Af = Application form | I = Interview | P = Presentation

<p><b>Problem solving and initiative:</b></p> <ul style="list-style-type: none"> <li>● Able to develop an understanding of long-standing and complex issues and to apply professional knowledge and experience to solve them</li> <li>● A positive attitude and ability to work under pressure</li> </ul>	<p>✓</p> <p>✓</p>		<p>Af / I / P</p>
<p><b>Management and teamwork</b></p> <ul style="list-style-type: none"> <li>● Flexibility and ability to work collaboratively as part of a small team</li> <li>● Able to proactively work with colleagues across other areas/sectors to achieve outcomes</li> <li>● Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teams</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Af / I / P</p>
<p><b>Communicating and influencing</b></p> <ul style="list-style-type: none"> <li>● Effective communication and negotiation skills</li> <li>● Strong communicator, able to present to diverse groups in a range of settings and be sensitive to content</li> <li>● Excellent written and analytical skills</li> <li>● Interest and appetite for engaging in press strategies and communications activities.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Af / I / P</p>

<b>Other skills and behaviours</b> <ul style="list-style-type: none"> <li>• Commitment to equality, diversity and inclusiveness and making the Network accessible to all.</li> </ul>	✓		I / P
<b>Special requirements</b> <ul style="list-style-type: none"> <li>• Ability to regularly travel across the region and nationally.</li> <li>• Willingness to work evenings and weekends as required.</li> <li>• Based in the South West region.</li> </ul>	✓	✓	Af / I

### How to Apply

- Please send a cover letter outlining why you are interested in this role and your relevant skills and experience (up to 2 pages of A4) and a CV of your experiences that you feel are relevant to this role - this could include work history, voluntary experiences or work in informal settings. You do not need to include your education history (up to 3 pages of A4).

#### **Please save your documents as PDF files.**

- Or you can send a video/audio recording of no more than 5 minutes in length. We will not assess the production quality if you choose to apply using audio or video recording.
- If you are applying via audio or video recording, please email us with your contact details.

**Please email your application monitoring form to [recruitment@vasw.org.uk](mailto:recruitment@vasw.org.uk) with 'Administrator' in the subject line by Monday 25<sup>th</sup> October.**

**Applicants must have the right to work in the UK.**

For further information or to discuss alternative formats and access requirements, please email: [info@vasw.org.uk](mailto:info@vasw.org.uk) and a member of our team will get back to you.