



Bringing people
and art together

Office and Communications Assistant

Permanent contract

London office

Salary range: 22,000 - 23000; 40 hours per week

Application deadline: 10am on Monday 14 January 2019

Engage, the National Association for Gallery Education wishes to recruit an Office and Communications Assistant to support the efficient running of the Engage London office.

Contributing to the effective daily running of the office and providing general support for Engage's work, the role will provide assistance across several areas including: membership; training activities and research; logistical and administrative support for the Director and other staff; communications; Journal production and bookkeeping support for the Finance and Governance Manager.

This is an opportunity to be part of a small, enthusiastic team in a national visual arts education organisation. The postholder will have excellent administrative and IT skills, be highly numerate, and have experience of working in an office and supporting events. Experience administering a membership scheme and use of websites/social media would be advantageous. A flexible and proactive team member, the postholder will have an interest in the visual arts and education.

Working closely with the Engage staff team, the Office Assistant (Administration & Communications) will be line managed by the Administration Officer, with some support from the Communications Officer. The role is office-based but includes occasional travel to support activities around the UK and internationally.

Job Description

Assisting the Administration Officer:

Membership

- Processing new memberships and renewals
- Compiling, maintaining and mailing membership information packs
- Updating and compiling mailing lists for membership promotion
- Responding to membership queries
- Assisting Engage Area Representatives with new member support and attending occasional Engage Council and regional Area Group events
- Maintaining the register and database of members
- Assisting in the administration of joint membership schemes with partners in the education and cultural sectors

Training and Events

- Supporting Engage Coordinators, freelancers and other staff members to deliver high quality event assistance on a broad range of activities and projects

Engage

Bringing people
and art together

- Providing logistical support for training and events, e.g. Engage Annual Conference or regional seminars, including: booking travel/accommodation; collating presentations; liaising with speakers and venues; collating and disseminating invitation lists
- Producing and maintaining booking databases for Engage events and administering project submissions

Administrative Support

- Providing support as required for Engage Director and other staff which may include: copying and mailing; arranging meetings/travel; supporting internal meetings where necessary, including taking and producing minutes; other PA support as required
- Providing basic IT support within the office and for the Engage website
- Contributing to the daily running of the office and Engage projects as necessary
- Assisting with the administration of publication subscriptions

Office / General

- Acting as first point of contact in the office (via telephone and email)
- Dealing with incoming and outgoing post; filing documents in the central filing system
- Managing office supplies including stationery, stamps and other office stock
- Supporting internal meetings, and undertaking other work as required

Assisting the Communications Officer:

Marketing, communications and website

- Assisting in the promotion of Engage's professional development, programmes and activity, through the website, social media and online dissemination channels
- Helping to keep the website updated and relevant, identifying opportunities/news/ events, uploading images and text, signposting resources, advertising opportunities
- Researching and promoting opportunities for recruitment advertising

Journal and publications

- Supporting production of the online Journal; proofreading, uploading and formatting materials on the website, supporting Editorial Advisory Board meetings

Assisting the Finance and Governance Manager

Finance Support

- Providing bookkeeping support for the Finance and Governance Manager including inputting sales invoices, sales receipts, purchase invoices and other information onto the accounting system, banking cheques, managing credit card payments, chasing payments and other financial assistance as required

Skills/Competencies

Essential

- Experience of working in an office
- Good written and verbal communication skills
- IT skills, including Microsoft Office
- Excellent administrative skills, with a demonstrably methodical, organised approach
- Numeracy and good attention to detail
- Flexible and proactive team player
- Ability to communicate with a range of individuals and organisations in the education and cultural sectors
- Able to multi-task, balance workloads and deadlines, and work independently when necessary

Experience of

- Working with payment systems
- Working with databases
- Working with social media
- Assisting in the coordinating of events
- Working with external suppliers

Desirable

- Administering a membership scheme
- Raising invoices, processing payments and inputting to accounting systems
- Providing PA support
- Updating a website
- Proofreading
- An interest in and understanding of arts education

Terms

The salary range for the post is **£22,000 - £23,000**. The starting salary will be dependent on experience and qualifications. The successful applicant will ideally begin in February 2019.

This is a full-time post and the Office and Communications Assistant will be expected to work 40 hours per week on average, between the core office hours of 9am-6pm Monday-Friday. It may occasionally be necessary to work outside these hours for specific deadlines or events. Staff are entitled to up to 1 hour per day (within the 40 hours per week) on average for breaks.

Engage is committed to offering flexible working where possible and by agreement. The post is based at Engage's London office in Shoreditch. Occasional travel to attend

Engage

Bringing people
and art together

events or meetings within the UK and internationally will be required. Normal leave entitlement is 25 days annual leave plus bank holidays. Engage does not pay overtime but operates a 'time-off-in-lieu' policy.

Application process

To apply for this role, complete the following and send by email to admin@engage.org

- An **Application Form**
- An **Equality & Diversity Monitoring Form**
- A **Covering Letter**, maximum of one side of A4, which should describe why you are interested in this role and how it fits with your experience to date, as well as any additional information that you feel is important to support your application.
The letter is an opportunity to provide information not already covered in the application form.

The deadline for applications is 10am, Monday 14 January 2019.

Interviews will be held on **Tuesday 22 January 2019**

Applicants will be invited to attend an interview by **16/01/2019** - if you have not heard from Engage by this date please assume that you have not been shortlisted on this occasion. Apologies, Engage are unable to offer feedback to applicants not shortlisted.

If you require more information about the post contact Sayak Mukherjee on 020 7729 5858 / operations@engage.org

Engage is committed to equality of access to its employment. We welcome applications from all sections of the community. Should you need application details in another format please contact Engage 020 7729 5858 / info@engage.org

About Engage

Engage is the lead advocacy and training network for gallery education. We support arts educators, organisations and artists to work together with communities in dynamic, open exchanges that give everyone the opportunity to learn and benefit from the arts. Engage has 800+ members in the UK and abroad in c.270 organisations.

Engage is an Arts Council England Sector Support Organisation and receives funding for its programmes in Scotland from Creative Scotland and for the programme in Wales from the Arts Council of Wales. Funding has also been received from trusts and foundations, individuals and the corporate sector.

Engage currently works across four main strands:

Engage

Bringing people
and art together

- **Continuing Professional Development:** an annual international conference, mid-career peer sharing events and the Extend cross-artform leadership programme for colleagues working in education and learning
- **Research and projects:** including Children's Art Week, Alexandra Reinhardt Memorial Award (ARMA), Max Reinhardt Literacy Award (MRLA) and programmes in Scotland and Wales
- **Advocacy:** making the case for education and learning in galleries with government and key partners
- **Dissemination:** sharing practice through Engage's website, publications and the twice-yearly journal

Engage has an active network of Area Groups across the nine regions in England, which provide peer support and professional development for members. There are active programmes in Wales and Scotland supported by programme coordinators and voluntary development groups.

You can find more information about Engage on our website www.engage.org.

Engage Governance and Staffing

Engage is a limited company with charitable registration, governed by a Board (of 15 Trustees), which meets quarterly, and a Council (of c.35 Area and Special Interest Representatives), which meets three times a year.

Engage's staffing comprises:

London office

Director
Finance & Governance Manager (p/t)
Operations Manager
Communications Officer (p/t)
Administration Officer (p/t)
Office and Communications Assistant

Other Engage staff and freelancers (not based in the London office)

Engage Scotland Coordinator (p/t)
Engage Cymru Coordinator (p/t)
Engage Journal Editor (freelance)
Extend Coordinator (freelance)
Alexandra Reinhardt Memorial Award & MaxLiteracy Award Coordinator (freelance)

Engage is supported by:



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Supported by
The National Lottery
through Creative Scotland



Cyngor Celfyddydau Cymru
Arts Council of Wales

**ARIENNIR GAN
Y LOTERI
LOTTERY FUNDED**

