



Job Description – Administrator

Job Title	Administrator
Salary	£19,100 per annum - FTE
Hours of Work	21 hours per week
Location	3 Charnwood Street, Derby DE1 2GT
Responsible to	Executive Director
About Artcore	Artcore is a registered charity and cultural hub in Derby. We work with various communities in Derby, the East Midlands and beyond, to enhance lives through art. Our long-term objective is to promote visual art within the East Midlands and we are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds.
Overall purpose of the Job	The Administrator will be supporting the staff team with all aspects of office administration.
Key Tasks	<ul style="list-style-type: none"> • Greet visitors and participants to ensure a welcoming environment • Respond to telephone and written enquiries from clients, agencies and other callers • Support staff to record registration and attendance at workshops, collate registers, input and analyse data • Ensure all artist folders are up to date and relevant contracts, insurance and DBS status have been recorded • Maintain an inventory of digital items in studio and gallery space ensuring that items are signed in and out • Record room hire bookings for various premises • Undertake filing, data entry and communication tasks and ensure that all relevant project records are up to date. • Work with Project Coordinator to ensure we received feedback/evaluation data from participants at each event and it is recorded and analysed • Help manage the storage, ordering and sourcing of materials • Prepare and input online shop items • Support volunteers as required • Book sessional artists, facilitators and volunteers to ensure activities are fully staffed • Support the delivery of workshops and events as required • Work with other staff members to ensure we reach our target for Audience Surveys • Undertake any other administrative duties that may be required • Ensure that Artcore’s policies and procedures relating to health and safety and risk assessments are adhered to • Attend staff meetings and training as required. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL • Act in accordance with the Equal Opportunities policy and to contribute to and implement the Artcore cultural diversity strategy

	<ul style="list-style-type: none"> Any other tasks as reasonably required commensurate with the post and range of experience, expertise and skills
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Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> Strong Administration skills Computer literate, including knowledge of Microsoft software packages 	<ul style="list-style-type: none"> A good understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.
Other	<ul style="list-style-type: none"> Attention to detail Must be able to work within time constraints Highly organised Excellent communication / organisational skills, both written and verbal The ability to work independently as well as part of a team Self-motivated Flexible DBS clearance may be required for this post which we will pay for 	

This post has a six-month probationary period which we may, at our discretion, extend for up to a further three months.