



Administrative Officer

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? We're looking for an enthusiastic Administrative Officer to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental or social barriers to accessing the arts.

About Art UK

[Art UK](#) is an art education charity and the online home for every public collection of art in the United Kingdom. It is making the UK's national collection of art accessible to everyone online – for enjoyment, learning and research. Art UK brings together art from almost 3,500 British institutions in one of the UK's largest ever arts partnerships and showcases this art to a global audience of 5.5m users per annum. Approaching 60% of this audience is overseas.

Art UK provides significant support to museums and galleries in the UK, by providing them with a shared digital platform to showcase their art collections, reach new audiences, and generate income. Most of these collections would not be able to show their art online without Art UK. The Art UK platform is rich in [story content](#), [learning resources](#) for teachers and students, and [public engagement opportunities](#). A shared [e-commerce infrastructure](#) helps collections generate much needed commercial income.

About You

As the Administrative Officer you will support three members of the senior leadership team; the Chief Executive, Deputy Chief Executive, and Head of People and Culture. You will be a proactive and detail-oriented professional who helps keep everything running smoothly. With strong organisational and multitasking skills, you will prioritise tasks effectively and meet deadlines with ease.

You will enjoy working with people and building relationships with colleagues and stakeholders, utilising your excellent communication skills. Your background in clerical and administrative support means you know how to handle sensitive information with care and professionalism.

With a keen eye for detail, you take pride in maintaining accurate records and producing high-quality documentation. Your commitment to equality, diversity, and inclusion aligns with our organisational values, and you are passionate about contributing to a positive workplace culture.

Key Responsibilities

Clerical and administrative support for Chief Executive and Deputy Chief Executive

- Schedule and manage calendars; coordinate meetings and appointments, and make travel arrangements as required
- Assist in organising team meetings, including quarterly trustee boards; book meeting rooms, coordinate attendees, arrange catering, and setup AV equipment
- Complete documents as required; create, edit, and proofread reports and presentations
- Assist with special projects by conducting research and preparing documentation for executive decision-making, handling sensitive information with strict confidentiality

Recruitment processes

- Manage the recruitment inbox, responding promptly to enquiries
- Prepare application forms and EDI (Equality, Diversity, and Inclusion) surveys
- Upload job descriptions to the Art UK website and relevant external platforms
- Redact job applications to reduce bias and promote diversity
- Collect references for successful candidates
- Collate EDI data relating to applicants to roles

Implementation of talent strategy

- Research staff training opportunities and book appropriate courses as directed
- Engage external suppliers to deliver a programme of group training opportunities that support cultural change, with a particular focus on EDI
- Collate feedback and notes to support the evaluation of training opportunities

People and Culture processes

- Support employee onboarding by coordinating IT and equipment needs, arranging intro sessions, and assisting with initial training to ensure a seamless transition for new hires
- Update the shared leave calendar with annual leave requests, sickness absences etc.
- Respond to routine requests for information, providing factual references and information as required
- Maintain accurate and confidential employee records, inputting and updating information to ensure data accuracy and compliance with confidentiality standards

Necessary Skills

- Essential: Experience supporting multiple individuals in previous administrative roles
- Essential: Exceptional time management and organisational skills
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a wide range of people
- Essential: High level of attention to detail
- Essential: Excellent IT skills (including Microsoft Office)
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to multi-task and prioritise your own workload
- Essential: Ability to work independently and as part of a team
- Desirable: Experience working in an arts or heritage organisation
- Desirable: Active interest in the visual arts and museums

Contract terms and benefits

- Two days a week, 0.4 FTE
- Fixed-term contract for 12 months
- Salary £25,000 per annum (pro rata)
- Three-month probationary period
- One-month termination clause
- Five weeks annual leave (pro rata) plus regional Bank Holidays
- Based in our head office in Stoke-on-Trent

Benefits

- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year's Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities
- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave
- Employee Assistance Programme
- Monthly wellbeing hour
- Trained Mental Health First Aider's
- Regular staff socials, both virtual and in-person
- Eye tests paid for up to £35, glasses subsidised up to £30

Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by **9am on Thursday 28 November 2024**. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org. Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on **Wednesday 11 December 2024**. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.