

# Turner Contemporary

## JOB DESCRIPTION

**Job Title:** Assistant to the Director & Administrative Manager

**Responsible to:** Director

**Responsible for:** Administrative Officer

### Introduction

At Turner Contemporary, our mission is art inspiring change. The arts challenge our thinking and help us to see the world differently enabling opportunities for discussion, debate, learning and listening. Our values are that Turner Contemporary is:

- **Enterprising** – we create value for ourselves, our community and our partners by being responsive to new opportunities; we encourage collaboration, creativity and initiative from our team
- **Welcoming** – we are friendly and warm, while maintaining professionalism in practice and behaviour; we ensure that the principles of inclusivity and equality are evident in how we work with our colleagues, audiences and communities
- **Questioning** – our philosophy is one of investigation, being attuned to audience need, unlocking understanding and asking tough questions, especially of ourselves
- **Belonging** - equity, equality, diversity and inclusion are essential to our ethos now and in the future. We see belonging as an exchange - listening to audiences, sharing power and responsibility and encouraging the development of meaningful relationships. We will be relevant to diverse audiences. We are a resource for the Thanet community and wider audiences, enabling connection through art.

### Purpose of Job/Key objectives

Turner Contemporary is looking for an experienced and highly motivated individual with excellent organisational and communication skills to manage the Administrative Officer and provide day to day support for the Director. This is a key role and will require attention to detail, excellent administrative and communication skills as well as an in-depth understanding of the environment in which Turner Contemporary operates.

You will sit on the Strategic Leadership Team (SLT) as an active participant in the group. In addition, you will provide support for members of the SLT and will work closely with the Chair and Board of Trustees. You will oversee board and subcommittee meetings ensuring that papers and agendas are delivered on time and that minutes are taken for all meetings.

You will be expected to thrive in a fast-paced organisation with multiple priorities and will need to feel confident about dealing with a range of people, internally and externally. You will be highly organised and professional, with a proactive approach and a passion for the work of Turner Contemporary. The ability to take the initiative, remain calm and focused whilst working under pressure is essential.

A certain level of flexibility regarding availability outside normal working hours is required to attend events, meetings and openings.

## **PRINCIPAL DUTIES, TASKS AND RESPONSIBILITIES**

- Support the work of the Director by dealing with day-to-day matters, including organising the Director's diary, travel and responding to letters, emails and requests for information from stakeholders and members of the public
- Plan and deliver on competing priorities whilst supporting the work of the Director and others
- Contribute effectively to the leadership and management of Turner Contemporary by playing an active role in the work of the Strategic Leadership Team. This includes the development and implementation of Turner Contemporary's Business Plan and strategic objectives, including reviewing the culture of the organisation, and ensuring the gallery's sustainability and resilience.
- Provide a comprehensive range of support services to the Director and the Strategic Leadership Team, contributing to the efficient running of the organization
- Ensure that the Arts Council NPO quarterly reporting requirements and annual survey deadlines are met, by coordinating and uploading the information
- Manage the work of the Administrative Officer and oversee the smooth-running of the organisation's HR duties and staff files
- Provide secretarial and administrative support to the Board of Trustees, including (but not limited to) setting meetings, drafting and coordinating papers, minute taking, organising all necessary paperwork for recruitment of trustees, maintaining internal systems and updating Charity Commission website
- Devise, maintain and develop appropriate office systems including digital filing systems, to ensure that the information held is relevant, up to date and readily accessible. Ensure that all operational systems are appropriately documented
- Open and maintain files, including financial records, and produce status reports and statistics, enter, record and retrieve information held in spreadsheets and databases using computer software packages eg Microsoft Excel, Access, PowerPoint, etc, as required
- Attend meetings as required, produce agendas and reports, take, type and distribute minutes for the Director and other staff within Turner Contemporary as appropriate
- Carry out duties in accordance with Turner Contemporary's Equal Opportunities, Access, Employment, Health and Safety and Inclusion Policies
- Act as an advocate for Turner Contemporary's values and mission as well as the gallery's role in Margate.
- To carry out any other duty as directed by the line manager, in accordance with the level (or seniority) of the post

**NB this job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by or on behalf of the Director of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.**

**PERSON SPECIFICATION**

|  | Essential   | Desirable |
|--|---|-----------|
| <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working in a demanding administrative or co-ordination role alongside senior staff</li> <li>• Experience of working with a Board of Trustees within a charity</li> <li>• Implementation of administrative and operational systems and processes</li> <li>• Management/supervisory experience and knowledge of HR processes</li> <li>• Knowledge of GDPR</li> </ul>  | <p>√</p> <p>√</p> <p>√</p> <p>√</p>                                     | <p>√</p>  |
| <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to draft letters, produce agendas, take minutes and write reports</li> <li>• Advanced level of competence in Microsoft office packages</li> <li>• Fast and accurate keyboard skills</li> <li>• Excellent oral and written communication</li> <li>• Excellent interpersonal skills</li> <li>• Ability to prioritise and to work to deadlines</li> <li>• Ability to deal effectively with visitors and colleagues at all levels, both internally and externally</li> <li>• Attention to detail as well as being able to see the bigger picture</li> <li>• Excellent organisational skills</li> </ul> | <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> | <p>√</p>  |
| <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Interest in the visual arts and the work of Turner Contemporary</li> <li>• Trustworthy/reliable and adaptable</li> <li>• Proactive, with a high level of personal motivation and discretion</li> <li>• Tenacious with ability to analyse information</li> <li>• Creative and innovative</li> <li>• Practical and resourceful</li> <li>• Demonstrates initiative and personal leadership</li> </ul>  | <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>                   | <p>√</p>  |

## **Key conditions of service**

|                   |   |
|-------------------|---|
| <b>Hours:</b>     | Full time (37.5 hrs), Monday to Friday<br>(may include occasional evening/weekend work) |
| <b>Salary:</b>    | £30,000 per annum   |
| <b>Contract:</b>  | Permanent   |
| <b>Location:</b>  | Turner Contemporary, Margate, Kent/Home working   |
| <b>Leave:</b>     | 25 days per annum plus 8 Bank Holidays (Total 33 days)                                  |
| <b>Probation:</b> | 6 months  |

**Deadline for applications: 9am on Monday 20 September 2021**

**Selected candidates will be emailed a task to complete and return before shortlisting for interview takes place**

**Interviews to be held: Wednesday 6 October 2021 at the gallery**

**We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**