



# Administrator Application Information

## About us

**Artlift** primarily delivers Arts on Prescription services for adults living with mental health and/or chronic pain challenges. We are not a counselling or Art Therapy service but run community-based arts programmes with a positive therapeutic outcome. Participants are referred by health or social prescribing professionals, or community sector partners, and can also self-refer.

We also offer Workplace Wellbeing, artist residency, training, and consultancy services and produce Creative Health projects that test new approaches and/or raise debate or awareness.

University partners work with us to evidence the positive impact of our services, enhancing our reflective practice and supporting international dissemination of learning. We hold data evidencing improved health and wellbeing outcomes spanning 17 years.

Artlift is member of the Gloucestershire Creative Health Consortium and the Association of Mental Health Providers.

**The Artlift team** comprises part-time managerial staff who all work remotely (Executive Director, a Project Manager and Flourish Magazine Editor for our cancer programme, a Programme Coordinator and Engagement Coordinator). Partner Art Shape provides our financial management services.

We currently have 8 freelance Artist Facilitators and 2 Assistants on contract and manage a pool of 10 volunteers. We report to a Board of Trustees who bring experience from across the health, arts, corporate, and VCSE sectors.

## The Brief

You will work to improve and maintain smooth administration of Artlift's core operations, projects and programmes, supporting the Executive Director and wider administrative team. Responsibilities will include:

1. Field general enquiries, including monitoring of inboxes as appropriate
2. Supporting programme administration including initial referrals processing, data entry, communications with prospective participants and their referrers, populating registers, venue booking and tracking receipt of / uploading evaluation materials.
3. Maintain and support improvement of administrative systems, including team and Trustee training / compliance logs, the contact database, referrer mailing list, participant databases and evaluation logs.
4. Support monitoring and evaluation, including data entry from referral forms and uploading survey data.
5. Oversee filing, storage, secure backup and secure transfer of data to The University of Gloucestershire in compliance with our Data Protection and GDPR Policies.
6. Meeting, training and supervision administration and note taking as directed
7. Liaise with service providers, such as IT support, as required
8. Support marketing and engagement as directed, including maintaining listings and image / quotes banks, and distribution of print materials.

9. Researching prospective funders, bookers and commissioners and basic bid writing.
10. Respond to any other reasonable requests for duties as mutually agreed

## Person Specification

We are seeking a highly organised administrator able to communicate sensitively and effectively with a wide diversity of people.

Applicants should have the following **essential skills, experience, and attributes**:

- Motivated by the desire to make a positive difference to the lives of those who face barriers due to mental and/or other health challenges
- Proven experience and achievements within an administrative role
- Experience in handling and processing data
- Able to communicate (in writing and verbally) in a clear, concise, tactful, and compassionate manner, with an extremely confident telephone manner
- Confident in working remotely with a small team
- IT literate, with excellent attention to detail and accuracy
- Strong time management and prioritising skills
- Reliable, resilient, and confident in boundary management

The following skills, experience and attributes are also **desirable**:

- Experience within and/or an understanding of the arts and culture or health sectors
- Experience of setting up and/or of improving existing procedures and systems
- Understanding of data protection requirements, including of GDPR
- Training and/or experience in disability and/or mental health awareness
- Training and/or experience in fundraising

## Terms of Contract & Fee

The role is offered on a freelance basis, initially for 18 months. There is scope for contract extension subject to funding.

The fee is up to £720 per month for an average of 8 days per month – up to a total of £12,960 for the 18-month contract. Additional hours / fee may be mutually agreed subject to receipt of further funding.

Costs incurred to carry out your role will be reimbursed (e.g. postage, printing, standard rail travel and/or mileage at a rate of 45p/mile). A mobile phone will be provided.

*You must be able to evidence your right to work in the UK and hold (or be prepared to obtain and renew annually) a current, enhanced DBS check.*

## Training and development

As a freelance post-holder, you will be expected to have, or complete, training (online and/or face-to-face) in the following mandatory areas: Mental Health First Aid, Suicide Awareness, Safeguarding, Health & Safety/Risk Assessment, GDPR, plus Diversity and Disability Awareness.

When funding is available as part of organisational development projects, Artlift also organises team training, sharing of practice, coaching and/or mentoring initiatives from which you can benefit.

Thanks to Artlift's pioneering role in the sector and robust partnerships, there is opportunity to advance your career in the Creative Health sector through this post. As we are a small, non-hierarchical team, you will be able to broaden your experience and understanding through shadowing and collaborative working.

## Location

You will work predominantly from your own home, co-working with the administrative team once a week in central Gloucester. Meetings and training usually held either on Zoom

Occasional journeys to events within or outside the county may also be required.

## Diversity

Artlift is committed to diversity and equality of access to our opportunities. We consistently work to diversify our workforce and participant base to reflect the communities we serve.

To address gaps in and strengthen the breadth of experience across our workforce, we would particularly welcome applications from candidates from minoritised communities.

## Note for candidates who identify as disabled

Reasonable adjustments will be made to the recruitment process and/or job requirements for candidates with a disability. If you consider yourself to have a disability, you should indicate this in your application, and inform us of any access requirements.

If you have indicated that you have a disability in your application, you will be guaranteed an interview if you clearly meet the person specification.

## How to Apply

To apply, please complete an application form and Equal Opportunities Monitoring Form. E-mail both completed documents along with a copy of your CV to Cath Wilkins, Executive Director: [cath@artlift.org](mailto:cath@artlift.org). Please put 'Administrator Application' in the subject line of your e-mail.

Forms are downloadable from: <https://artlift.org/meet-the-team/opportunities/>

If you would like to have a chat about the role before you decide to apply, or if you need to make your application in another way, please contact Keeley or Karen on [office@artlift.org](mailto:office@artlift.org) / 01452 222 726.

**Deadline for applications:** 12pm on Monday 16 September 2024.

We plan to hold interviews on the week commencing 23 September.



Artlift is a Charitable Incorporated Organisation registered in England (charity no: 1151580)