



# Administrator Application Information

## About us

**Artlift™**, established in 2006, was one of the UK's first Arts on Prescription providers. With universities partners, we hold the largest known body of Creative Health wellbeing data globally, contributing to influential research that has helped shape the UK's Creative Health sector.

Artlift focuses on interventions embedded in clinical pathways, co-produced projects that address health inequities and quality assurance / sector development initiatives.

Supported by NHS Gloucestershire ICB and funders such as The Baring Foundation, we deliver:

- Arts on Prescription programmes for adults experiencing mental health and chronic pain challenges
- Creative Health workshops for NHS teams
- Co-produced projects that tackle health inequities and/or explore innovative approaches to Creative Health provision and health management
- Flourish Magazine, created with and for the cancer community

Artlift contributes to sector development through research, consultancy, training, and through collaboration with Gloucestershire Creative Health Consortium partners.

**The Artlift team** comprises part-time managerial staff who all work remotely (Executive Director, 2 Programme Managers, a Programme Assistant, Engagement Associate and Flourish Magazine Editor. Partner Art Shape provides our financial management services.

Our freelance creative team includes 10 freelance Artist Facilitators and a Creative Navigator. We also have c.10 volunteers and 8 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, research and development and engagement work. You will support the Executive Director, the Flourish Project Manager, and impact / engagement and research associates.

Responsibilities will include:

1. Field general enquiries, including monitoring of inboxes as appropriate.
2. Data processing and systems maintenance, including:
  - completing submissions of the Minimum Dataset for NHS Gloucestershire Integrated Care Board,
  - improving the contact management database,
  - maintaining mailing lists, compliance logs, and the asset register.
3. Support monitoring and evaluation, including data entry, filtering and analysis.
4. Support marketing and engagement as directed, including maintaining listings and image / quotes banks, distribution of print materials, and basic design and reporting tasks.
5. Research and log funding prospects and basic bid-writing as mutually agreed.
6. Note taking and minuting of meetings as directed.

7. Liaise with service providers, such as IT support and printers, as required.
8. Respond to any other reasonable requests for duties as mutually agreed

## Person Specification

We are seeking a highly organised administrator with excellent data processing skills and experience in systems maintenance and improvement.

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

- Motivated by the desire to make a positive difference to the lives of people living with health challenges
- Proven experience and achievements within an administrative role
- Experience in handling and processing data
- Understanding of data protection requirements, including of GDPR
- IT literate, with excellent attention to detail and accuracy
- Able to communicate (in writing and verbally) in a clear, concise, tactful, and compassionate manner, with a confident telephone manner
- Confident in working remotely with a small team
- Strong time management and prioritising skills
- Reliable, resilient, and confident in boundary management

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

- Experience of setting up and/or of improving existing procedures and systems
- Experience within and/or an understanding of the arts and culture or health sectors
- Training and/or experience in fundraising
- Training and/or experience in basic marketing and engagement work
- Training and/or experience in disability and/or mental health awareness

## 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 £260 per week for 2 x 8-hour days. 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).

*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, 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 / arts 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 fortnight 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 Sharon Berrey, Programme Assistant: [office@artlift.org](mailto:office@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 Karen or Sharon on [office@artlift.org](mailto:office@artlift.org) / 01452 222 726.

**Deadline for applications:** Friday 26 June

We plan to hold interviews on the week commencing 6 July 2026.



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