

# Team Assistant Application Pack

Closing date for applications:  
5pm, Monday 8 May 2023



LOTTERY FUNDED

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**ARTS COUNCIL  
ENGLAND**

Dear Applicant,

## Team Assistant

Thank you for your interest in Art Reach and the above position.

We are proud to be a charity which makes a difference and very much hope you will consider applying to work with us.

We are an inclusive organisation, from our trustees and team members to our audience and participants. We treat all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We particularly encourage applications from individuals who are underrepresented in the cultural sector.

The Application Form and Equality Monitoring form can be downloaded at the following links:

Application Form: <https://tinyurl.com/yr543una>

Equality Monitoring Form: <https://tinyurl.com/3nyf74h5>

The above should be submitted with your CV.

Please note the Personal Details and Diversity Monitoring forms will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The closing date for receipt of this application is **5pm, Monday 8 May 2023**. Interviews are planned for **Tuesday 16 May 2023**.

## Equality of opportunity at Art Reach

Art Reach continuously strives to be an equal opportunities organisation and is committed to ensure equality of opportunity in all areas of its work. Embedded within the company, Art Reach has the commitment to encourage, value and manage diversity and ensure that no person receives less favourable treatment.

Should you require any further information, please contact [hello@artreach.org.uk](mailto:hello@artreach.org.uk) or telephone **0116 261 6882**

We look forward to hearing from you, and good luck with your application.

## Welcome to Art Reach

Art Reach is an arts & cultural charity with big ambitions. We are a diverse led organisation, based in Leicester, developing & delivering arts & cultural programmes with partners & through collaboration in Leicester and across the UK.

Our mission is: **Connecting Cultures through Extraordinary Art:**

- We commission bold, ambitious art & festivals that bring people together, delivering activities & authentic experiences that unify art, audiences and cultures.
- We empower a range of artistic voices that excite & surprise with fresh energy and new ideas. Together we explore complex pasts, reshape the present, & imagine new futures. We celebrate the power of sanctuary, unleash expression, and tell extraordinary stories.
- Our programmes focus on presenting world class work that is rooted in the human experience, transforms outdoor spaces, and is impactful, inclusive and inspiring to local & international audiences.
- We are a values driven organisation committed to increasing understanding of current social issues (e.g., migration/sanctuary seeking) in a way that encourages compassion in our communities.

## Why we do it

We believe that art brings people together. It entertains and moves us, challenges and educates us, together. We believe that shared experience of art starts conversations and helps us to understand one another better.

We know that our work can ignite imaginations and help people and communities to find their place in our cultural and creative landscape. That great art can enable us to share lives, stories and entertainment

## What we do

Art Reach delivers exceptional high quality innovative arts programmes across the UK & Europe: we pioneer new ways of working that stretch artistic boundaries, provide opportunities for sanctuary seeking artists and communities; and encourage new ways for audiences to engage with our work. Alongside our cultural programmes, we support our work through earned income via our consultancy arm: raising over £2million since 2018 for clients and Art Reach. From 2023, most of our programmes will be delivered outdoors, bringing the streets of Leicester to life.

Art Reach is an Arts Council National Portfolio Organisation.

**We value brave voices and amplify them.**

## Our programmes

**Journeys Festival International** builds on the festival's 10-year history, growing our work exploring sanctuary seeker experience through great art with an international festival ranging from epic spectacular events to intimate experiences where audiences & artists meet. At the core of the programme is work commissioned from sanctuary seeker artists or developed with sanctuary seeking communities. JFI will encourage a more humanitarian approach to develop understanding of the plight of those who seek sanctuary.

From 2023, JFI will be extended to prioritise commissioning work from underrepresented voices, with a particular focus on Global Majority, disabled & female artists. Our aim is to have a festival programme which is gender identity balanced & at least 45% Global Majority artists. The festival will take place over 3 days in summer annually in Leicester.

**Re/action Festival** is a new 2-day Art Reach festival, continuing our specialism in addressing contemporary issues, & building on key themes from Liberty festival. Sanctuary seeking communities across the world tell stories of reusing & making do & our communities of refugees & asylum seekers will be indispensable to our new festival. The festival will be centred on art/artists unique position as inspirers to action who encourage change.

The festival will commission new artwork which addresses the climate emergency, showcase local, ethical traders & food, share skills, offer workshops in repurposing/reusing, & celebrate Leicester's diversity. The festival will focus on how we can make changes which add up to a big difference for the future of our planet. Building on our Liberty Changemakers programme, young people will be key to the festival: as drivers activists & producers. The festival will take place in annually in Leicester with new collaborations and partnerships from Leicester, UK and Europe.

**Platforma** is an arts & refugee network which supports & develops arts & culture by about & with refugees & migrants, led by Counterpoints Arts. The festival runs every 2 years in a different part of the UK (2023-Bristol & South West). We will collaborate with Counterpoints to co-commission new work exploring themes related to climate justice & displacement to be showcased at JFI & Platforma, working with UK wide sanctuary seeking communities & organisations; coming together to continue & deepen our work with sanctuary seeking communities, & learn from each other. The festival is biannual in October.

**Art Reach Consultancy Services** has a wide portfolio of clients spanning the arts and heritage sector based across the country and works extensively on creative and cultural programmes of work across the UK.

The significant creative role that Art Reach has, alongside its extensive cultural networks, enables its unique perspective and approach to delivering its consultancy services. As a specialist consultant, ArtReach also has a successful track record of consultancy projects involving strategic visioning, business planning, governance and fundraising, ArtReach has driven and supported the development of many successful Strategic Plans, Cultural Strategies and Fundraising Strategies

**We value cultural growth and deliver it.**

for a range of arts organisations, large and small. This support also extends to supporting Creative People and Places programmes to set up partnership arrangements as well as other city/town-wide strategic arts partnerships.

## Our impact

Since becoming an NPO in 2018, Art Reach has delivered Night of Festivals/Liberty UK (15 editions & 7 locations since 2010), Journeys Festival International (JFI) (3 years in 3 cities& digital edition (2020) and Liberty EU (co funded by Creative Europe) in partnership with 12 organisations in 10 countries across Europe. Art Reach has commissioned/co-commissioned work from over 220 artists, with 60% of these artists from sanctuary seeking backgrounds, & 64% aged under 35—a significant investment in artists who are underrepresented in the sector. We have commissioned new works from 45+ artists per year and reached audiences of 180,000 per year.

## Equality of opportunity at Art Reach

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**We value vibrant change and create it.**

## The Role: Team Assistant

### Job description

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|----------------------|--|
| <b>Job title</b>     | Team Assistant   |
| <b>Location</b>      | Leicester/hybrid   |
| <b>Working hours</b> | 37.5 hours per week, full time   |
| <b>Salary</b>        | £24,000  |
| <b>Reports to</b>    | Executive Director   |
| <b>Holidays</b>      | 25 days annual leave + 8 days bank holidays, increasing to 28 days + bank holidays after 2 years continuous service pro rata |
| <b>Pension</b>       | NEST workplace pension scheme  |
| <b>Purpose</b>       | Support the Art Reach team in the effective implementation of administration, finance and organisational coordination.       |

We currently operate a hybrid/flexible working policy with 50% of hours in our Leicester based office, and 50% working from home.

This role is subject to a 6 month probationary period.

All staff working directly with communities and young people will be subject to a DBS check.

### Team Assistant

#### Principal Duties and Responsibilities

Please note these are designed to give you an overall view of the role and this is not a definitive list.

#### Main Duties

- Support the Executive Director and team to maintain effective coordination and implementation of administrative policies, systems and procedures that support the Art Reach business including health and safety and safeguarding
- Support the Executive Director and Finance Manager with financial record keeping as required such as helping to keep an appropriate record and audit trail for project activity, including European and other international projects.
- Support Art Reach development work through assistance with consultancy, marketing support and income generating initiatives.
- Provide project support for defined Art Reach activity strands within the constraints of job role capacity
- To support the Executive Director with the review of policies, systems and procedures, helping to support activity that ensures Art Reach remains compliant with statutory and funding partner requirements, and are effectively implemented, including requirements to meet Health and Safety Law and safeguarding
- The Art Reach office, communication systems, resources and archive function are efficiently supporting other Art Reach team members in their delivery role

- Financial record keeping and inputting are accurate and efficient to meet both internal needs and external requirements
- High quality support to team members that enables more marketing and income generating initiatives are prepared to support project and event initiatives
- Marketing and project support is effectively delivered
- Project Coordination activity is delivered successfully to time, and in conjunction with the Executive Director, ensure funding partner quality criteria is met and, where appropriate, client/partner expectation

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.

## Person Specification

### Knowledge

- Experience of working within an office environment
- Experience of using systems for data entry and reporting
- Experience of providing coordination and administrative support
- Understanding of data management in line with GDPR and PECR legislation
- Awareness of digital solutions to support remote working Knowledge of accounting systems and processes (desirable)
- Understanding of financial management controls and audits in a charity (desirable)

### Skills and abilities

- Office administration skills including filing (print and digital)
- Excellent computer literacy skills with an ability to use standard office programmes e.g. word, excel
- Confident and clear communication skills, written and verbal
- Ability to work effectively within teams
- High standards of accuracy and attention to detail
- Organisational and time management skills with the ability to multitask within a demanding office environment
- Good interpersonal skills, confident and professional telephone manner
- Ability to manage own time and prioritise workload and work under own initiative
- Commitment to team working and a flexible approach to working practices
- Good time management and attention to detail
- An interest in arts and heritage or charity sector (desirable)

### Experience

- Office administration including responding to external enquiries via email and telephone and ordering supplies
- Financial administration including financial data entry and record-keeping
- Record-keeping and filing
- Experience of working with teams
- Proficient in the use of Microsoft Office and cloud-based systems e.g. Microsoft 365 or Dropbox.
- Dealing with confidential information (Desirable)
- PA support to a senior manager or team (Desirable)
- Working within a small business (under 20 employees (Desirable)



## How to apply:

**Before applying, please ensure you have read the Background Information, Job Description and Person Specification.**

To apply, please send the following documents to [hello@artreach.org.uk](mailto:hello@artreach.org.uk)

1. Application Form >> <https://tinyurl.com/yr543una>
2. Your CV
3. Online Equal Opportunities monitoring form – <https://tinyurl.com/3nyf74h5> This is submitted separately to your application and will be used for statistical monitoring purposes only.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form.

### Alternative formats

Please return:

1. Written word document or video/audio answers to the Application Questions
2. Written word document or video/audio answers to the Equal Opportunities form.

Please let us know if you require information in an alternative format.

Closing date for applications: **5pm, Monday 8 May 2023**

Interviews: **16 May 2023**

# Art Reach

**Connecting  
cultures through  
extraordinary art**

