

JERWOOD ARTS

18 September 2020

Dear potential new team member,

Thank you for your interest in working with us at Jerwood Arts and the new role of **Team Assistant**. The closing date for applications is **5pm on Monday 5 October 2020**. Interviews will take place on 14 October 2020 by video call. Please complete your application using our online portal: www.jerwoodarts.org/jobs.

This job pack includes:

- Role description
- Skills and experience we are looking for
- Terms and conditions
- Equal opportunities
- Guidance on how to apply
- Selection process

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We know the impact of Covid-19 on their livelihoods and the arts and cultural sector has been profound and it will be a struggle for some time. Over the next year and beyond we are committed to continuing to offer transformative opportunities through our work: please visit [our website](#) to find out about all our current programmes.

To help us deliver these and several new initiatives at this critical time, we are looking for two new team members to join our small team of seven. We hope that this job pack will help with any questions you might have about the role and the application process.

We are known for advocating for better conditions for artists through our work, including more inclusive recruitment practices. Over the past two years, our funding has been reaching increasingly diverse artists, curators and producers, and as our team grows, we want to ensure it better represents those we work with to best inform our work.

In creating these new roles, we hope to support two new voices to join our team that will bring different perspectives and lived experiences. We are excited to have this opportunity, and would particularly like to hear from you if you feel under-represented in the arts or funding sectors and/or haven't followed a 'traditional' career pathway, and would like to play your part in contributing to our mission.

Please email us with any questions - we will be happy to help.

Best wishes,

Lilli Geissendorfer
Director

Team Assistant

Full Time, fixed term contract until 31 March 2022. Flexible working supported.

Salary: £23,000 per annum

Jerwood Arts is seeking to appoint a motivated individual to join us as Team Assistant. This new role will be a core support to our team, providing a wide range of organisational assistance and enabling us to deliver our funding opportunities and programmes effectively.

Reporting to: Deputy Director

Who we are

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We enable transformative opportunities for individuals across art forms, supporting imaginative awards, bursaries, fellowships, projects, programmes and commissions. We present new work and bring people from across the arts together through our exhibitions and events at Jerwood Space, London, as well as across the UK.

Jerwood Arts has an office at Jerwood Space, its sister organisation, one of the top rehearsal space for professional theatre, opera and dance companies in London. Jerwood Arts programmes the three gallery spaces in the building, which also houses a café run by The Gentlemen Baristas.

Since March 2020, the team has been working remotely and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities.

More information about Jerwood Arts is available at www.jerwoodarts.org.

The role

Over the next 18 months Jerwood Arts will be running a range of programmes and funding opportunities, including its [Exhibitions and Events programme](#) at Jerwood Space, the [Weston Jerwood Creative Bursaries 2020-22](#), [Development Programme Fund](#), [Jerwood Compton Poetry Fellowships](#), [Jerwood Curatorial Accelerator](#) and other new initiatives in development.

The purpose of this role is to provide organisational assistance to the support the Jerwood Arts team to deliver these activities. The Team Assistant will be the crucial link person between colleagues, setting up and documenting meetings, and coordinating diaries. It will be the first point of contact for external queries and will offer initial support to applicants, ensuring that the team answers their queries efficiently. They will also provide project assistance, supporting funding processes and financial record keeping.

The Team Assistant will need to possess a caring, positive and creative problem-solving attitude to their work. They will be interested in the arts and arts funding, and be keen to develop their understanding of support for early-career artists, producers and curators through working with us.

As one of two new roles we are currently recruiting for, we are excited to invite people with different lived experience and skills into the team. We have no expectation of what an ideal candidate might be; they might have previously worked in one of a wide range of sectors across the arts, charities, social enterprises, creative industries, education, and beyond and have relevant transferable skills. We will support our new team members to learn Jerwood Arts' ways of working, and can provide role-specific training and development to develop their skills in areas where they may have less experience and/or feel less confident.

Main Responsibilities:

- **Executive and Team Assistance:** Assist the Director and team in organising and delivering all areas of their work as required
- **Communication:** Be the first point of contact for external enquiries and play a key role in supporting internal communications and team working
- **Finance and Administration:** Support the day to day finance and administration of all Jerwood Arts' activities

Specific Responsibilities

Executive and Team Assistance

- Coordinate the Director's diary and work schedule
- Arrange meetings for the Director, Deputy Director and Head of Visual Arts with external contacts
- Organise quarterly Board Meetings and support the team with preparing the papers
- Support the Director and Deputy Director with Board liaison, booking tickets and providing information to Trustees
- Book tickets, travel and accommodation for the team as required

Communications

- Act as the first point of contact for Jerwood Arts on email and telephone
- Coordinate and set up internal meetings, taking notes as required
- Support internal information sharing including through day to day management of our digital platforms such as Teams, Sharepoint etc.
- Support the team with editing and proofreading for a wide range of materials including website content, press releases and printed communications
- Support the marketing of Jerwood Arts' opportunities by posting them on listing sites and arranging social media promotions
- Welcome visitors to our exhibitions at Jerwood Space, approximately one day a week based on the gallery desk

- Work alongside colleagues to keep the Jerwood Arts contacts database up to date, ensuring compliance with data protection policies

Finance and Administration Support

- Support the Deputy Director to manage the team's digital and office workspaces
- Support the Deputy Director with financial record keeping and processing of payment requests
- Process expense claims for the Director, Deputy Director and Head of Visual Arts
- Support delivery of Jerwood Arts' digital and in-person events, including exhibition previews and workshops for individuals funded by us
- Coordinate the collection of current and former beneficiaries' progress and achievements

General

- Represent Jerwood Arts with a professional manner
- Act with discretion and maintain confidentiality
- Contribute to the successful life, work and overall running of Jerwood Arts by adhering to its policies and procedures
- Enact Jerwood Arts [values](#) and [principles](#)
- Promote the vision, mission, and strategic goals of Jerwood Arts
- Contribute to strategic planning and policy development as required
- Be an active member of the Jerwood Arts team and provide support for colleagues in the team as and where required
- Develop an understanding of Jerwood Arts work and act as representative and supporter at relevant events and engagements

This job description is not exhaustive and will not form part of your contract of employment: it may be reviewed and amended from time to time within the reasonable remit of the role.

Skills and experience we are looking for

Please note, you do not need to meet all these criteria to apply, we welcome applications from those who feel they meet a majority and can demonstrate a desire to develop in the role. We can provide role-specific training and development as required. Also, overqualified candidates will not be prioritised in the selection process.

Experience

- Experience of supporting a team
- Experience of working in an organisation

Skills and Abilities

- Ability to communicate effectively with a wide range of people

- Highly organised and able to manage their workload while remaining aware of changing priorities and deadlines
- Good with numbers
- Attention to detail and ability to deliver work accurately
- Ability to work both independently and collaboratively as part of a team
- IT confident, ideally with Office 365, Sharepoint and Wordpress
- Able to act with discretion and maintains confidentiality

Personal Attributes and Interests

- Takes pride in their work
- Willingness to learn
- Approaches work with a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Responds positively to differing points of view
- Values and is actively committed to improving equity, diversity and inclusion
- An interest in the arts, especially the performing arts, music and dance.
- An interest in supporting early-career artists

Term and Conditions

Contract: fixed term contract until 31 March 2022, with the potential to extend

Hours: this role is envisaged as a full-time appointment, equivalent to 35 hours per week.

We will support requests for flexible working, including compressed hours and/or a four-day/28 hour a week (with the equivalent pro rata salary). Job shares will also be considered.

Base: Jerwood Arts, 171 Union Street, London SE1 0LN.

Since March 2020, the team has been working remotely and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities. Our exhibition and events programme is based in the galleries at Jerwood Space on the same site as our office, and we are piloting a Covid-secure exhibition reopening later this autumn which will involve all the team. While the future is uncertain, we are learning about what works best for different programmes and anticipate developing a mixed model of remote and in-person working over time. Our expectation is that the new Team Assistant will spend a minimum of three days a week in the office once it is safe to do so.

Salary and benefits: £23,000 per annum full time equivalent

Auto-enrolment pension scheme; employee's minimum required contribution will be matched by a 5% contribution from the employer.

25 days per annum plus bank holidays

Jerwood Arts Cycle to Work Scheme

Discount at the Gentleman Baristas' School House cafe

Induction and access: Jerwood Arts is committed to creating an inclusive culture and ensuring staff have the right equipment and software to deliver their role. We welcome conversations about how we can make new staff feel comfortable, including about working patterns and styles.

Professional development: Jerwood Arts is a learning organisation and professional development is offered to all staff, individually and as a team. Work in the gallery public space is fully supported, including with health and safety training.

Notice Period: Four weeks (one week during probationary period)

Probationary period: Two months (subject to review)

Equal Opportunities

We are taking [positive action](#) to achieve equal opportunities in our recruitment procedure, welcoming applications from people of any race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability. We actively encourage those who are currently under-represented in the arts and funding sectors as well as those with lived experience to apply.

Positive actions we have taken include re-writing our job packs and creating an inclusive application form, with no requirement for CVs and the choice to submit video/audio applications. We have thought carefully about how and where to advertise the job to encourage those who do not currently see themselves represented to apply, and offering time to talk to potential applicants who would like support with articulating how their experience is transferable to the role. The staff members reading the applications have received bias awareness training and will endeavour to ensure that all applicants are treated equitably.

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisation and our work. Your responses will be treated in confidence.

Access

We are committed to ensuring you feel as comfortable as possible throughout the process of applying to us, so if you do have any access requirements please contact Sarah Gibbon, Project Manager on 020 7261 0279 / info@jerwoodarts.org. We will be happy to make any reasonable adjustments for you to apply or attend an interview.

If you would prefer to submit your application as an audio or video recording, the online application portal provides the opportunity for you to do this. You can upload one audio or video file with a recording outlining your experience and supporting statement. We will ask you to complete contact details and an equal opportunities monitoring form in written form

to assist the processing of your application. No assessment of the production quality of audio or video recordings will be made.

If you are successful, we will design an inclusive induction process with you to ensure you are comfortable working with us, and have the right equipment and software to do the role.

How to apply

You can apply using the online form [here](#).

These notes are intended to help you to make a strong application by providing us with all the information needed to demonstrate how you meet the requirements of the role.

- Please read these notes carefully before completing your application.
- Please submit your application by the deadline. Applications received after this cannot be considered.
- When you finish submitting your application form and monitoring information, you will receive an email from Jon Opie/info@jerwoodarts.org confirming your application has been received. Please check your junk/spam folders before contacting us.

Support with making your application

Please contact us at info@jerwoodarts.org or 020 7261 0279 if you have any questions about this role, if you have any technical issues with our form or if you have any access requirements that we can support you with during the application process. We will respond to email enquiries within three working days.

If you are from a background that is under-represented in the arts and funding sectors (for example you are from a Black, Asian or diverse ethnic background, did not go to university or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book a ten minute call with one of our team.

We will ensure the person you speak to is not involved in the recruitment process and they will not ask you to disclose your background as part of this support. To request this, please email info@jerwoodarts.org with your name, phone number, what you would like to talk through and your preferred slot from the following options: Friday 25 Sept 5-6.30pm; Tuesday 29 Sept 1-2.30pm; Thursday 30 Sept 2-3.30pm. Slots are limited and will be booked on a first come first served basis.

Working through the form

- Our online application form has a save and continue function. It will give you a weblink so that you can return to your application later. We also recommend that

you save a copy of your statement elsewhere for your records. Our weblink expires once you submit your application.

- You will have the option of submitting either a written or a video/audio application. We do not have any preference for the format of the application and the recorded version should have the same content as if it were written.
- There is a space in the form for you to outline your work, education, training, skills and life experiences that you think are relevant to the role. This is a space for you to talk about your recent and current activities and how they might have prepared you to take on the role with Jerwood Arts.
- The Supporting Statement gives you the opportunity to talk about your ambitions for the role and how you meet the necessary Experience, Skills and Abilities, Personal Attributes and Interests. You might find it helpful to specifically address the items in the points outlined in this job pack.
- You will need to provide details of two referees as part of your application. In addition to your current or most recent employer, you should choose someone who knows you and your work well, rather than someone who looks impressive on paper. They do not need to necessarily work in the arts. We will only contact the referees of those who reach the final stages of our recruitment process.

Selection Process

All applications will be read by at least two members of the Jerwood Arts team and a Jerwood Arts [Artist Adviser](#). Those reviewing applications will consider the case made against the Skills and Experience we are looking for (Experience; Skills and Abilities; Personal Attributes and Interests) outlined for this role. Artform interests may also be taken into account during the shortlisting phase to ensure we maintain a balance across the team.

Our team have received bias awareness training and we are committed to ensuring that all applicants are treated equitably. Applications will be read without any information from the Personal Details section of the form. Personal details and equal opportunities monitoring information may be taken into account at final shortlisting stage to help us achieve our diversity and inclusion goals.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by an email which will outline full details of the interview process, including the questions you will be asked in advance. This may include an exercise to test your ability to carry out specific requirements of the role.

1st Round Interviews: 14 October 2020

While we will endeavour to meet applicants' needs, this interview date is fixed; please ensure you could be available if you are shortlisted. In some instances it may be necessary to invite applicants back for a second interview. You will be given full details about the arrangements if it is decided that this is necessary.

The interview will be held either in person or by video call depending on government guidance at the time and as agreed with the candidate. Reasonable travel expenses to

attend interviews for those coming from outside London will be reimbursed. The interview will be with two members of the Jerwood Arts team and a Jerwood Arts [Artist Adviser](#).

The outcome of all applications will be communicated by latest 16 October 2020. As part of our commitment to equal opportunities, written or verbal feedback will be provided to all interviewed applicants on request by 23 October 2020.

All offers of employment at Jerwood Arts are made subject to receipt of satisfactory references. Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with evidence to support their entitlement to work in the UK.