



## Job Description | Team Assistant

### **The Role**

Reports to	Chief Executive Officer.
Location	Pimlico, London.
Salary	£25,000 per year pro-rata (£15,000 for this 0.6 FTE post)
Hours	21 hours per week, set days Tuesdays, Wednesdays, and Thursday. The role is office based with some evening events.
Contract	Part-time permanent role.
Probation Period	6 months probationary period.
Annual Leave	25 days annual leave plus 8 bank holidays (pro-rata)
Pension	Pension offered after successful completion of the probationary period.

### **Who are we?**

The AGBI is an artist-led benevolent fund (registered charity number 212667) that financially supports professional visual artists in need and their dependents living in England, Wales and Northern Ireland who cannot work or earn due to injury or illness.

### **Purpose of the job**

We are seeking an enthusiastic, proactive, and organised team assistant. The postholder will undertake a variety of roles to support the grants programme and the events/communications programmes. With excellent interpersonal skills, you will have a positive and flexible approach with excellent attention to detail.

### **Scope of Role**

#### **1. Grant Administration**

Assisting the CEO with the grants programme from the initial applicant enquiries, the application process and the annual review process.

#### **2. Events and Communications Administration**

Assisting the Head of Comms with social media, event photography and filming.

Assisting with the monthly AGBI e-newsletter.

Updating the marketing/events calendars.

Assisting with exhibitions and events organisation.

Liaising with artists participating in exhibitions and events.

#### **3. Stewards Programme**

Liaising with our Stewards and Presidents of art societies and other artist-led networks.

Assisting with the Stewards' events.

#### **4. General Office Administration**

Providing comprehensive office administration and support.

Organising data and information into excel formats.

Be the initial point of contact for telephone, email and in-person enquiries.

Organise the meetings and room set-up/close.  
Ordering refreshments and sandwiches for meetings.  
Opening, distributing, and sending post.  
Ordering office supplies and monitoring stock.  
Assisting with the Christmas Card process.  
Undertaking any other responsibilities as reasonably requested.

## **Person Specification**

### **Essential Skills**

At least two years administration experience.  
Excellent organisational, written, and spoken communication skills.  
Excellent IT skills, knowledge of Microsoft 365, Word, Excel and Mailchimp.  
Ability to work effectively on own initiative, prioritise jobs and meet deadlines.  
Personable and with the ability to work effectively as a member of a small team.  
Promoting a positive and constructive working environment.

### **Desirable Skills**

Experience of working within the art world.  
Experience of working with professional visual artists.  
Experience of working in a not-for-profit.  
Experience of working with vulnerable people.  
Demonstrable interest in and commitment to the AGBI's charitable objectives.

## **Diversity and Inclusion**

Our jobs are open to all. No matter how you identify and whatever background you bring with you, we welcome you to apply for a role at the AGBI. We aspire to have an inclusive working environment for all our staff and committee members and recognise that a range of backgrounds, perspectives and experience as an asset to the AGBI.

## **How to apply**

To apply for the position, please send your CV and a covering letter setting out how you meet the person specification (two pages maximum) and why you are interested in the role to [admin@agbi.org.uk](mailto:admin@agbi.org.uk)

The deadline for applying is Thursday the 18<sup>th</sup> of July 2024.

**Please note** that any offer of employment will be subject to satisfactory completion of the following pre-employment checks.

- Two professional references.
- Confirmation of the Right to Work in the UK.
- A basic Criminal Record Check (DBS).