

JOB TITLE: Programmes Assistant

Responsible to: Director / Head of Programmes

Responsible for: N/A

Summary: The Programmes Assistant will provide informed and effective administrative support to deliver programmes of work that achieve the Clore Leadership vision, ambition and priorities across the range of its activities. You will be well organised, have good administrative skills, and communicate well in writing and on the telephone.

Key Responsibilities

This includes (but is not limited to):

- Efficient and effective administrative support to underpin the smooth running of the range of Clore Leadership programmes and activities including answering phone and shared Clore courses inbox enquiries
- Logistical support for residential programmes, courses, workshops and other activities
- Administration of recruitment, application, selection and moderation processes
- Liaison with service providers, participants, speakers, and venue staff to prepare offer letters, contracts and agreements
- Maintaining accurate statistical records to support the delivery and administration of Clore Leadership programmes and the research, preparation and drafting of reports to funders and stakeholders
- Marketing and communications support to actively promote and advocate Clore Leadership and its activities
- Ensure the Clore Leadership website is effectively administered and kept up-to-date
- Maintain an accurate and up-to-date CRM system and ensuring compliance with data protection legislation
- Maintain good administrative, communication and filing systems for the work
- Working in a flexible, cooperative way, to support the smooth running of Clore Leadership by being prepared to take on any other administrative duties which may be reasonably required by the Director/Head of Programmes (or team members in her absence)

Person Specification

Essential

- Proven and potential administrative and skills and acumen
- High standard of accuracy and ability to pay close attention to detail
- Good communication skills, especially in writing and on the telephone
- Ability to manage priorities and meet deadlines
- Positive approach to working with others, as part of a busy and collaborative team
- PC literate to a good degree with proficiency in MS Office
- Ability to relate to a wide range of people
- Interest in arts & culture in the UK

Desirable

- Experience of working with cloud-based CRM systems such as CiviCRM
- Knowledge and experience of working in the cultural sector in the UK
- Experience with desktop publishing and content management systems
- Ability to work on one's own initiative

October 2019

Outline Terms & Conditions

- Salary:** £21,000 p.a., paid monthly
- Hours of work:** The Administrator will work 5 days a week, within office hours (which are normally 9.30 am to 5.30 pm, Monday to Friday, (with one hour for lunch) but may be varied by mutual agreement). On occasion, attendance at residential courses and other events may additionally be required.
- Contract:** Fixed term contract to 31 March 2022
- Place of Work:** The Clore Office. Currently Somerset House, London WC2R 1LA
- Holidays & benefits:** 25 working days per annum, as well as statutory holidays. A contribution equivalent to 9% of salary will be made to a pension scheme.
- Probationary Period:** Four months.

The Clore Leadership Programme is an equal opportunities employer and encourages applications from all sections of the community. We will consider applications for job-shares as well as full-time employment.

How to apply

If you are interested in applying, please send a covering letter (not more than 2 pages) explaining why you believe you would be a suitable candidate for this post, and why you want this job, together with a c.v. (no more than 4 pages) with names and contact details of two people who would be able to provide a reference on your suitability for the post, if required after interview. You should also download and complete the Equal Opportunities monitoring form on our website and attach it to your application. We will interview disabled candidates who meet the essential criteria for this role.

Your application should be addressed to Hilary Carty, Director and sent to info@cloreleadership.org. Please write PROGRAMMES ASSISTANT in the subject box.

Deadline for receipt of applications: **12 midday on Monday 28th October 2019**

Interviews will be held at Somerset House on **Friday 1st November 2019**

Background: Clore Leadership

Clore Leadership is a platform for leaders and aspiring leaders in the arts, culture and creative sectors. We offer a strong and supportive foundation from which leaders at all stages of their career can develop their leadership skills and performance.

Our aim is to inspire and equip leaders to have a positive impact on society through great leadership of culture. We offer opportunities for professionals in our sectors to understand and develop their leadership strengths, providing spaces to challenge prevalent ideas and beliefs and develop confidence in their leadership styles and potential for impact.

We provide leadership development programmes, promote thought leadership and fresh ideas through debate and challenge, and offer access to an incredible network of leaders. Our programmes range from a tailored Fellowship, through intensive leadership courses, leadership development days, seminars, webinars, conferences and events. To offer the broadest spectrum of opinion, we commission and encourage research and provocation pieces from a rich variety of sources, keeping abreast of leadership knowledge and opinion.

From freelancers and entrepreneurs to heads of established institutions, Clore Leadership nurtures dynamic and diverse leaders. Participants in our programmes are drawn from a range of specialisms including the visual and performing arts, film and digital media, libraries, museums, archives and heritage, and cultural policy.

Clore Leadership was initiated in 2003 by the Clore Duffield Foundation, and is sustained by a partnership between private philanthropy and public funding. It has succeeded in creating a cadre of over 2000 creative and cultural leaders, and inspired investment in leadership on the part of governments, agencies, foundations and charities, both nationally and internationally.

The Administrator joins us at an exciting time as, in early 2019, we refresh our visual identity, launch a new website and promote an enhanced range of programmes and activities to cultivate excellence and innovation in the leadership of culture.

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