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Job Description

ARTS COORDINATOR (full time, temporary contract)

Salary:	£ 26,100 per annum pro rata (paid monthly in arrears)
Duration of contract:	Temporary contract to cover maternity leave. Expected six to twelve months. At least five weeks notice will be given regarding contract end date after successful completion of probationary period.
Hours:	35 hours a week Mon-Fri. Work will occasionally be required at evenings and weekends to meet deadlines and run events. The post-holder may request time off in lieu, which can be agreed by the line manager.
Line manager	Director of Arts (Fiona Curran)
Staff managed:	May include: Seasonal data entry worker(s). Volunteers
Base:	Koestler Arts Centre, 168a Du Cane Road, London W12 0TX (adjacent to HMP Wormwood Scrubs, near East Acton tube station)
Holidays:	25 days a year pro rata + Bank holidays.
Pension:	After the probationary period, all eligible staff are invited to join the charity's pension scheme with Aviva

Koestler Arts (the working name of the Koestler Trust) is the UK's best-known prison arts charity. The charity's aims are:

- To help offenders, secure patients and detainees lead more positive lives by motivating them to participate and achieve in the arts.
- To increase public awareness and understanding of arts by offenders, secure patients & detainees.
- To be a dynamic, responsive organization, which achieves excellent quality and value for money.

The charity exhibits, awards and sells artwork made by offenders, secure patients and detainees, and can provide feedback and mentoring to entrants on their work. The charity is based outside HM Prison Wormwood Scrubs in West London, where the small team of c.12 people co-ordinates and promotes the awards scheme, several exhibitions and displays a year, publications, a mentoring programme, sales of visual artwork and fundraising.

The arts team, of c.6 people, is led by the Director of Arts, Fiona Curran. The arts team processes the thousands of entries to the annual Koestler Awards scheme for judging, feedback, exhibitions and other forms of display. It is also responsible for returning all the entries back to the entrants, certificates and sales.

Koestler Arts is looking for an experienced administrator, who's passionate about our work, to help co-ordinate our awards programme. The successful applicant will have attention to detail and solid experience of working with databases.

Main aim of the post

- To provide and co-ordinate efficient administration of the Koestler Arts awards programme.

Duties

1. To lead on the administration of the Koestler Awards. Including processing entry data, liaising with judges, producing judging paperwork, and Awards entry forms and other

marketing material.

2. To undertake the accurate and efficient processing of data on all of our annual awards entrants, ensuring confidentiality and adherence to data protection policies. The post-holder may be required to manage a temporary staff member to assist them in this.
3. To produce and mail out over 10,000 awards certificates each year, along with awards cheques, sales cheques and feedback.
4. To undertake and co-ordinate communication with thousands of Koestler Awards entrants; processing mail-merged letters notifying of inclusion in exhibitions, receipt of artwork notifications, mailing out marketing material, answering general enquiries etc.
5. To support the Director of Arts, Arts Manager and Awards & Exhibitions Assistants in presenting entrants' work to the public (exhibitions, events, print), and processing artworks. This will involve advising staff (including temporary project support) on procedures, suppliers and proofreading print material.
6. To support and make practical arrangements for the meetings of the Arts Steering Group, including taking minutes.
7. To develop and maintain constructive communication with the charity's service-users, and staff that support their entries.
8. To be pro-active in planning improvements to the existing Koestler procedures, including use of IT and database.
9. To participate in training as required, in weekly team meetings and in regular one-to-one Support and Supervision meetings with line manager.
10. To ensure the entrants and staff databases, and your handling of general enquiries, adhere to data-protection implementation (training will be given).
11. To comply with the charity's confidentiality, equal opportunities, health and safety, and environmental procedures etc. and to help contribute to implementation across the charity.

The job description gives an outline of key duties and is not intended to be an exhaustive list, some aspects of the job description may become more important, and other much less as the organization is currently researching its impact and may alter some procedures in the coming year.

The post-holder may be asked to take on other responsibilities as reasonably requested by her/his manager.

**Person Specification
Arts Coordinator**

Everyone applying for the job will be assessed against the below criteria.

To be invited for interview, you will need to show on the application form how far you meet *each* of the numbered 'essential' points, and any of the 'desirable' points that are applicable - with examples. Please address each point in turn.

Essential	Desirable
Qualifications	
1. Educated to degree level (or equivalent other qualification(s) that evidences a thorough level of higher education.)	1b. A Further Education qualification in a subject that is relevant to the role: Arts Administration: Museum Studies, Database Management
Knowledge	
2. Excellent working knowledge of MS Office including ability to undertake mail merges from Access or Excel. Good knowledge of other software and its use in an office environment.	2b. Experience of using a Contact Relationship Management database. You will use a bespoke CRM database daily.
3. A basic understanding of the role of the arts in criminal justice, or of criminal justice in general.	3b. Knowledge gained from personal experience of taking part in the arts while in a criminal justice setting (or one of the other settings the charity works with).
4. Excellent written English.	
5. An understanding of data-protection procedures and willingness to learn more in this area.	
Experience	
6. At least 18 months full-time equivalent paid or unpaid work experience in an administration role.	6b. Experience of undertaking accurate and efficient data-processing involving over 2,000 records.
7. Experience of producing large volumes of mail-merged letters and documents.	
8. -	8b. Experience of proof-reading own or others' work for print.
9. -	9b. Experience of managing staff or volunteers.
Skills & Abilities	
10. Excellent analytical and planning skills - able to assess the administrative needs of a project and to produce responses to those needs that are both practical and systematic.	
11. Excellent office admin skills, including keeping clear records, filing accurately, and planning stationery.	
12. Excellent organisational skills, able to meet tight deadlines and to manage a complex workload.	

13. Strong interpersonal skills, able to communicate constructively with a wide range of enquirers and stakeholders, and to successfully resolve problems or complaints.	13b. Experience of communicating with people in challenging situations by phone or in writing - i.e in prison, in hospital
14. Fast and accurate typing skills for data entry over sustained periods.	
Attitudes & Values	
15. Enthusiasm for the aims and the ethos of Koestler Arts.	
16. Passionate commitment to equality and inclusion.	
17. A 'can do' attitude	

How to apply...

1. Full info on Koestler Arts is on our website. If you have internet access please look there first. If you have limited internet access please write to us and we'll send you more information on the charity. All applicants are then welcome to discuss any questions not covered, by phone or email on 0208 740 0333 or info@koestlerarts.org.uk.
2. Complete the application form, following the instructions on the form, by the deadlines given on the form.

Make sure you complete all sections of the form. In the Personal Statement, **follow the numbered points of the Person Specification**, showing how far you meet each point with examples.

Selection process...

We will let you know if you have been short-listed for interview. We are sorry that we cannot respond to all unsuccessful applicants, as we are a small charity with limited resources to do so.

Interviews are planned for **2nd October 2019** at the Koestler Arts Centre. Invited applicants will spend up to 2 hours in the building for the interview, to meet our team and may do some practical tasks.