



Helping Professional Artists for over 200 years

## **Job Description | AGBI Administrative Assistant.**

### **The Role**

|                  |   |
|------------------|---|
| Reports to       | The CEO and Secretary to the Trustees   |
| Location         | Pimlico, London.  |
| Salary           | £25,000 per year pro-rata<br>(£15,000 for this 0.6 FTE post)                    |
| Hours            | 21 hours per week Tuesdays, Wednesdays, and Thursday. The role is office based. |
| Contract         | Part-time permanent role.   |
| Probation Period | 3-month 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 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 administrator. The postholder will undertake a range of administrative 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. This is a great opportunity to join a small and friendly arts charity and a passionate team of people with the ultimate objective of supporting professional visual artists in need.

### **Scope of Role**

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

Assisting the CEO with the grants programme from the initial enquiries to the application process and onto the final disbursement of the grants.

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

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

Updating the marketing/events calendars.

Assisting with exhibitions and events organisation.

Liaising with artists participating in exhibitions/events.

Assisting with annual Stewards' Events.

#### **3. General Office Administration**

Provide 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 the meetings.  
Entering donations onto the donor's database.  
Writing all thank you letters/emails to donors.  
Liaising with Stewards/Presidents of the art societies and other networks.  
Opening, distributing, and sending all post.  
Ordering office supplies and monitoring stock.  
Assisting the CEO with preparation of Impact Report.  
Keeping AGBI minute books up to date and signed.  
Assisting with the Christmas Card process.  
Undertaking any other responsibilities as reasonably requested.

## **Person Specification**

### **Essential Skills**

At least 2 years administration experience.  
Experience of working with vulnerable people.  
Excellent organisational, written, and spoken communication skills.  
Excellent IT skills, knowledge of Microsoft 365, word and excel.  
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.  
Demonstrable interest in and commitment to the AGBI's charitable objectives.

### **Desirable Skills**

Experience of working with artists and art institutions.  
Good knowledge of the contemporary art world.  
Experience of working in a not-for-profit.  
Educated to degree level or equivalent.

## **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 a range of perspectives and experience as an asset to our team.

### **How to apply**

Thank you for your interest in applying for this role with the AGBI. To apply for the position, please send your CV and a cover letter setting out how you meet the person specification (two pages maximum) to [info@agbi.org.uk](mailto:info@agbi.org.uk)

Please submit all your documents by 4 pm on Thursday the 12<sup>th</sup> of October 2023.

If you have any queries about this role or the application process, please address them to [info@agbi.org.uk](mailto:info@agbi.org.uk)