# Project Administrator

## Role Description

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| Salary grade: |  | B |
| Reference number: |  | PACLTA |
| Team: |  | Arts (Creative Learning Through the Arts) |
| Reporting to: |  | Programme Manager (Creative Learning Through the Arts) |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

The Welsh Government and Arts Council of Wales are collaborating on a major project to enhance the quality of creative learning in Wales’ schools. An ambitious programme of activity has been set out in an **Arts and Creative Learning Plan**.

The Plan sets out a joint implementation strategy that enables the Arts Council and Welsh Government to work together to implement the recommendations contained in the Arts in Education review report (Smith 2013). The post holder will play an important role in supporting the Programme Manager and Team Co-ordinator in the implementation of those recommendations. There are two main strands to the Arts and Creative Learning Plan:

* The Lead Creative Schools Scheme
* The All-Wales Arts and Education Offer

The Arts and Creative Learning Plan is at the heart of the delivery of the Arts Council’s priorities. The Project Administrator will have a mixed portfolio of individual responsibilities and will provide support to corporate projects. The Project Administrator will play a key role in helping to support the project in this activity.

The project administrator will ensure the effective delivery of the Team’s activities by providing a high quality administrative service that assists flexible/mobile working and allows the team to deliver effectively on their priorities and objectives as outlined within the project plan. This includes administration and coordination of communication, correspondence and appointments. It also involves the planning, organisation and administration of both internal and external meetings.

The project administrator will also ensure effective communications and administration is delivered in regional networks, maintaining effective systems for documents and information sharing across the team in Wales.

### Principal responsibilities

Administration – provides support and assistance to Arts and Creative Learning team members including:

* the management of correspondence, phone calls and emails
* the planning, organisation and minuting of meetings
* ensuring records and files are accurate and up to date
* preparing itineraries and organising travel
* ensuring appropriate maintenance and management of systems across Arts and Creative Learning regional networks
* supporting the team in collation and dissemination of information
* support for and attendance of internal and external events where required
* servicing and supporting the administration of project meetings (both internal and external) as and when required
* maintenance and regular updating of project data including stakeholder contact information
* supporting the team where applicable in the preparation of training events
* carry out DBS checks where necessary.

Project management – assists in the delivery of projects and tasks by:

* assisting the Programme Manager with project plans, budgets, purchase orders, invoices and overseeing of paperwork
* collating data and information that assists the Programme Manager and Team Co-ordinator in monitoring the progress of project plans
* undertaking grant processing, including, where appropriate, authorisation of payments and monitoring responses to conditions of grant.

Governance – Coordinate Grant Decision meetings through the preparation of meeting papers and minutes and updating the grants database (CWMPAS) where required.

Support the Programme Manager in the planning and recording of meetings.

Communications – ensuring that relevant information is communicated effectively and promptly to colleagues working remotely. (This includes the organisation of Team meetings and associated activity).

Relationship management – ensures a high standard of customer service in dealing with the partners, contractors, staff and any other project stakeholders.

Acts as main point of contact for enquiries from schools, Creative Agents, Creative Practitioners, partners, staff and any other stakeholders.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * A familiarity with the principles of governance and accountability * Knowledge of the arts, education and / or creative learning in Wales | * Knowledge of the public, private and charitable sector in Wales |
| **Skills** | * Highly developed IT and administrative skills |  |
| **Experience** | * Relevant and demonstrable experience of providing high quality administrative services * Experience with processing invoices, purchase orders and overseeing payments * Experience of researching information and providing advice to internal and external partners * Strong demonstrable experience of administration within a project orientated environment * Experience of working within a team orientated environment | * Experience of conducting DBS checks |
| **Attributes** | * Capable of keeping up with new policies and initiatives and suggesting improvements * Ability to communicate facts and knowledge relating to detailed requests and issues * Ability to work on own initiative and work effectively under pressure * Ability to communicate clearly, with tact and diplomacy * Confident, authoritative and well organised * Ability to prioritise and plan own work * An enthusiasm for the arts and education - especially in Wales * A flexible and adaptable attitude to the developing needs of the team across Wales * Commitment to high standards of customer care * The ability and willingness to occasionally travel throughout Wales and the UK and to work unsocial hours when the need arises |  |
| **Welsh language** | * Fluency in Welsh (both written and spoken) to a minimum of [Level 3](https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf) |  |