# International Co-ordinator (Arts Infopoint UK)

## Role Description

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| Salary grade: |  | B |
| Reference number: |  | IC2 |
| Team: |  | Arts (Wales Arts International) |
| Reporting to: |  | European Officer |
| Line managing: |  | No line management responsibility |
| Location: |  | Any one of the Arts Council of Wales offices. We are currently working in a hybrid way. |
| 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

Wales Arts International (WAI) is the international agency of the Arts Council of Wales. WAI is a gateway between the arts in Wales and the world. A think-do tank for Arts Council of Wales and the arts in Wales, WAI provides professional expertise and leadership to help the Arts Council of Wales research, test and deliver its international objectives.

The objectives and purpose of WAI is to:

* ensure Welsh artists engage internationally
* help develop and enrich artistic practice and ambition
* grow new global opportunities for the arts and culture of Wales
* invest in artistic collaborations that inspire and connect people and communities.

Key engagement objectives include:

* ensuring that Welsh artists engage internationally
* helping to develop and enrich artistic practice and ambition in Wales
* growing new global opportunities for the arts and culture of Wales
* investing in artistic collaborations that inspire and connect people and communities.

The International Co-ordinator supports the effective delivery of Wales Arts International’s activities, its projects and services, and the interface with other international activity by providing a high quality administrative and support service that assists flexible/mobile working. This includes the development of international information services, co-ordination of communication, correspondence and appointments. It also involves the planning, organisation and administration of internal and external meetings, events and conferences and participation in delivering frontline contact work with sectors in Wales and in international contexts.

The primary focus of this specific role is to provide a high quality administrative and support service to Arts Infopoint UK, an initiative that supports international arts mobility. It will work alongside the Arts Infopoint UK Officer, Arts Infopoint UK partners and the Wales Arts International team.

WAI is leading the Arts Infopoint UK project as part of the On the Move network of Mobility Infopoints. Arts Infopoint UK is an initiative to support the arts sector with information on practical issues relating to artist mobility. On behalf of the Arts Council of Wales, WAI is leading the project in partnership with Arts Council England, Creative Scotland, Arts Council of Northern Ireland, with investment from Welsh Government and Scottish Government.

### Principal responsibilities

Administration – provides support and assistance to Arts Infopoint UK and to WAI team members and Project leaders including:

* the management of documentation, correspondence, phone calls and emails, in line with the Welsh Language Standards
* the planning, organisation and recording of meetings, with a key responsibility for WAI team diary management coordination
* preparing and assisting with itineraries and travel arrangements (including international travel)
* ensuring records and files are organised, accurate and up to date and providing support in record-keeping to the team by being a lead user in SharePoint and CWMPAS
* the planning, organising and taking minutes of stakeholder and partner meetings
* maintains databases, including work around GDPR compliance, and supports the administrative set up of Arts Infopoint UK.

Finance – using iPOS financial system to raise purchase orders, process invoices and set up new suppliers.

Manages and administers documentation and payments relating to Arts Infopoint UK and relevant strategic funding programmes.

Project management – assists in the delivery of programmes, projects and tasks, maintaining any annual or strategic plans for international activities.

Assisting with the delivery of projects, events or research.

Assist in the procurement of services.

Communications – ensuring that relevant information is prepared and publicised internally and externally.

Information – assisting the provision of information by Arts Infopoint UK.

Contributes to the preparation of briefings and specialist information on International matters for Arts Infopoint UK partners and funders.

Grants management – when required, co-ordinates the assessment and monitoring of funding programmes co-ordinated by Wales Arts International, including taking minutes and using the Grants Management System working in liaison with Arts Funding Services.

Events – assists with the planning, co-ordination and administration of events, symposia and conferences.

Attendance at events on behalf of Arts Infopoint UK and WAI and reporting back to the team.

Relationship management – ensures a high standard of customer service in dealing with clients, organisations and the public, greeting WAI guests and visitors when required.

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** | * Knowledge of the arts in Wales and commitment to advancing arts from Wales internationally * Good understanding of office systems processes and procedures * An awareness of the responsibilities associated with efficiently supporting staff and handling confidential, business sensitive, organisational and staff information | * Understanding of the mechanisms for encouraging and developing international working and exchange * Knowledge of international networks and organisations |
| **Skills** | * Well-developed IT and administrative skills * Evidence of organisational skills in a busy environment and the ability to accurately prioritise key tasks * Communication skills through digital and IT platforms, over phone and in person delivery * Presentational skills for documentation and advocacy work |  |
| **Experience** | * Relevant experience of providing high quality administrative and organisational services * Experience of researching information and providing advice * Experience of supporting the organisation of events * Organisationally dealing with people in events, conferences and other group contexts |  |
| **Attributes** | * Commitment to and awareness of equal opportunities * Capable of drafting letters, basic reports and minutes showing understanding of content * Ability to work on own initiative and work effectively under pressure * Confident and well organised, with a flexible and adaptable attitude to the developing needs of the Wales Arts International team * Engages in and is confident in public contexts * Ability to communicate facts and knowledge relating to detailed request and issues * The ability and willingness to occasionally travel throughout Wales, the UK and/or internationally |  |
| **Welsh language** |  | * Fluency in Welsh (both written and spoken), and a working Knowledge or fluency in any foreign languages |