

The Line: Administrator Job Description and Person Specification

Permanent contract

3 days per week between Monday to Thursday

Commencing January 2022

Salary and hours: £24,000 pro rata 3 days (22.5 hours p/week)

Employment benefits include holiday entitlement of 28 days per annum which are inclusive of the 8 normal public holidays for a five-day working week (holiday entitlement is pro rata for part-time employees) and contributory NEST pension scheme.

Probationary Period: 3 months

Full employment terms will be included within the contract of employment.

Reports to: Head of Operations and Production

Location: Working from our office at Cody Dock as well as some remote working and occasionally on the route in Newham, Tower Hamlets and Greenwich.

The Line is London's first dedicated art walk. The Line exists to connect communities and inspire individuals through an outdoor exhibition programme where everyone can enjoy art, nature and heritage for free. The route runs between Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. Find out more information [HERE](#)

The Line is looking for an enthusiastic and motivated Administrator to join its small and dedicated team at an exciting time of growth and expansion for the organisation. The role will suit an ambitious, exceptionally organised, energetic individual with experience and a proactive 'can-do' attitude. This is a unique role and one that will combine desk-based work with outdoor working (in all weathers). The role presents the opportunity to develop new and adaptable skills. The Line wants to support its team with professional development so training opportunities will be made available.

Responsibilities will include:

- Support the Senior Management Team on project delivery, as required
- Managing general enquiries via email and phone
- Coordination of team meetings
- Managing office supplies
- Document filing and maintaining systems
- Main point of contact for our external IT support provider
- Manage contacts database
- Archiving project material and press
- Coordination of Trustee meetings, including the preparation of agendas and minutes
- Assist with coordinating walks and events on The Line
- Assist with the coordination of supplier quotes for various projects
- Support with condition checking of works on The Line
- Support with coordination of maintenance of works
- Transcribing films and audio
- Assist with wayfinding – mapping, ordering, installation and maintenance
- Assist the Engagement Coordinator with the coordination of evaluation surveys and events, ordering workshop materials and printing and distributing resources

About you:

Essential:

- Excellent verbal and written communication skills
- Exceptional organisational and time management skills
- Experience of implementing and maintaining systems to ensure the smooth running of the organisation
- Strong team player and work ethic
- Able to work independently as well as part of a team
- Able to problem solve and use own initiative
- High level of IT literacy
- Highly proficient in Microsoft Office, including Excel

Desirable:

- At least two years' administration experience
- Previous experience of working in a studio or arts organisation
- Have an interest in public art and the visual arts sector
- Have confidence to turn your hand to new or unfamiliar tasks

Circumstances

- Due to Covid restrictions, we will expect candidates to have a suitable environment for effective home working
- Flexibility for occasional weekend working and evening events

Application deadline and interviews

The closing date for applications is midnight on Tuesday 30th November.

Interviews are expected to take place between 1 and 5pm on Monday 6th December.

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Email your application to workwithus@the-line.org. This should include:
 - Your CV (no more than 2 sides)
 - Covering letter: please ensure you tell us how you meet the essential and desirable experience in the person specification (no more than 2 sides)
 - An [Equal Opportunities Monitoring Form](#)
 - The names, email addresses, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact workwithus@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print. Please email workwithus@the-line.org