

The Line: Office and Project Assistant

Job Description and Person Specification

Permanent contract

3 days per week between Monday to Thursday

Commencing February 2024

Salary and hours: £25,958 pro rata 3 days (24 hours p/week, inclusive of a one-hour lunch break)

Employment benefits include holiday entitlement of 25 days per annum plus public holidays (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: As this role is a vital point of contact for the team, this is an in person rather than hybrid position. You will be based at our offices at Here East (Queen Elizabeth Olympic Park) with the option of occasional remote working in certain circumstances.

Overview: The Line is an ambitious public art project in East London that connects Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. Its mission is to connect communities and inspire individuals through a dynamic outdoor exhibition programme where everyone can explore art, nature and heritage for free. The Line focuses on collaborative engagement projects that support wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability. Find out more information [HERE](#).

Co-founded by its Director, Megan Piper, and the late regeneration expert Clive Dutton OBE, with a commitment to connecting people and place and the transformative potential of art. We focus on collaborative engagement projects that support wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability.

The Line values an open, inclusive and nurturing environment to promote collaboration, creativity and wellbeing. We aim to listen and learn from the people we connect with and believe in the transformative impact of art and nature. We are committed to increasing access through our programmes and challenging barriers to participation.

You will be joining The Line at an exciting time in the organisation's life, following a period of significant growth in the team and board of trustees and the development of new programmes.

Role Purpose:

We are looking for an enthusiastic and motivated Office and Project Assistant to join our dedicated team following a period 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, willing to support and problem-solve for the team. This is a unique role, which is predominantly office-based. The role presents the opportunity to develop new and adaptable skills across various outputs, including projects, engagement, events and fundraising. We want to support our team with professional development so training opportunities will be made available.

Responsibilities will include:

- Supporting The Line team on project delivery, as required
- Managing general enquiries via email and phone
- Coordinating meetings – including The Line team and Board of Trustees - preparation of agendas, minutes and accompanying documentation
- Managing office supplies and equipment
- Document filing and maintaining systems
- Being the main point of contact for our external IT support provider
- Managing the contacts database
- Preparing and Archiving project material
- Assisting with the coordination of walks and events on The Line, including launches, fundraising and patron events
- Assisting with the coordination of evaluation surveys, facilitators and workshops, and the ordering and distribution of workshop and resource materials
- Organising travel and accommodation of artists and staff where necessary
- Coordinating team training and manage relevant qualification renewals
- Coordinating the team organisational calendar

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
- Have confidence to turn your hand to new or unfamiliar tasks
- 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
- Experience of working with an online project management system eg: monday.com

Circumstances

- Flexibility for occasional weekend working and evening events

Application deadline and interviews

The closing date for applications is midnight on Sunday 3rd December.

Interviews are expected to take place on Wednesday 3rd January 2024.

Second round interviews will take place on Wednesday 10th January. All interviews will be in person at our offices at Here East in Queen Elizabeth Olympic Park.

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 the following to workwithus@the-line.org:

- 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