



CULTURE
HEALTH &
WELLBEING
ALLIANCE

Job Description:

Administrator for the Culture, Health & Wellbeing Alliance

Salary: £25,000 pro rata, 0.6FTE (3 days per week)

Application deadline: 5pm on Monday 27th February

You can listen to this as an audio file by clicking on [this link](#)

Job Purpose

The Culture, Health & Wellbeing Alliance (CHWA) is looking for an Administrator who can provide general support to the organisation and its staff and Board from April 2023. This will be a varied role with opportunities to learn multiple new skills and meet a wide range of people engaged with creative health.

CHWA is the national membership organisation for creative health. We use the term “creative health” to mean any arts or cultural activity that supports health or wellbeing. Our main roles as an organisation are: advocating for creative health, supporting networks for creative and cultural workers and partners in health and social care, and building resources to help make this work more possible. We don't provide creative activities that support health and wellbeing ourselves - instead we support other people who do.

Key duties

Your role would be to give general administrative support to the organisation, guided by the Executive Director and Coordinator. This is likely to include the following things. We will provide training and support for any of these areas that you're less familiar with.

- Helping to manage the Executive Director's and Coordinator's work calendars (arranging and booking meetings)
- Taking notes or minutes at informal and more formal meetings
- Setting up software for meetings (e.g. Zoom, MS Teams, Eventbrite) and being there to help with any technical issues during the meetings
- Supporting occasional in-person events or meetings
- Uploading information to the CHWA website and social media channels
- Support with finances, e.g. sending invoice and expense claim to the Finance officer and following up on any queries
- Supporting governance requirements: maintaining our organisational calendar and setting up reminders for staff on key dates for legal requirements, funders' reports, subscriptions etc.
- Helping with travel arrangements, for staff and for support projects and activities
- Responding to enquiries and/or passing these on to another member of staff if necessary
- Supporting data collection (e.g. helping to organise our survey data or information about members)

- Other administrative and project support

Person specification

We always aim to be collaborative; caring; inclusive; and committed to positive social change. These are our values as an organisation and it's essential you feel comfortable with this, and that you feel you can work in this way.

We also consider the following to be essential for this role:

- Good attention to detail
- Patience and persistence
- Good, proactive communication skills
- Being comfortable working independently (after proper guidance and training) as well as with a small team
- Flexibility and willingness to learn

If you have any of the following we would like to hear about it:

- Interest in, or knowledge of or experience of creative health
- experience of working with different kinds of organisations and groups of people

We would like this job to be an opportunity to learn and widen your experience, so we're interested in hearing about transferable skills as well as experience you already have.

Access

This is a remote working role. We are ready to adapt our working processes in discussion with applicants; please let us know about any access needs we can support.

Contract

This is a permanent contract from April 2023.

The postholder will be paid monthly by BACS. CHWA will be responsible for paying Tax and NI when due. The postholder will be eligible for the Nest pension scheme.

Hours of work and pay

The pay is £25,000 per annum pro rata for a 0.6FTE contract or 3 days a week. Ideally we'd like you to work the same three days most weeks, but we're very happy to discuss other options that suit you better. We might occasionally ask you to work on different days, or very occasionally during evenings for events or meetings that can't be held on your normal days of work. We can decide this on a case-by-case basis and we understand that this kind of flexibility not always possible.

Place of work

CHWA doesn't have an office. You will mainly be working from home, although we aim to meet in person occasionally, at mutually convenient times. We might also ask you to support in-

person events from time to time – this is likely to include our conference, in October 2023 in Barnsley.

Expenses

CHWA will reimburse reasonable travel and subsistence expenses on the basis of agreeing this before you travel. We will also reimburse any expenses incurred through the interview process.

How to apply

We would like to receive a CV and some covering information explaining why you think you'd be suitable for the role. Please refer to the Key Duties and Person Specification above; again we're interested in any transferable skills and your interest in learning new skills, as well as experience you already have. The covering information can be submitted as an email, an audio recording or a video recording as you prefer. We would prefer a written CV, but if this isn't possible for any reason, please let us know and we can adapt accordingly.

Please tell us about any access needs we can meet to support your application process. We'd also appreciate it if you could click on this link and fill out [this Equality, Diversity & Representation form](#) when you apply. This is anonymous and we won't be able to connect it with your application, but it helps us assess whether we are reaching a wide pool of candidates. If the link doesn't work for you let us know and we will find an alternative.

When you apply, please let us know whether you would be able to attend an interview on Monday 13th March (we are happy to hold interviews during the evening if that's easier for you). If you can't make this date and are shortlisted for the role, we will aim to find another mutually convenient time with you.

We are committed to ensuring our organisation is as diverse and representative as possible and are using the [IncArts Unlock tool](#) to support this recruitment process. We particularly want to encourage applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, or who are from less affluent socioeconomic backgrounds.

Email: info@culturehealthandwellbeing.org.uk

Timeline

Please send us your application by **5pm on Monday 27th February**. We will let you know of our decision by Monday 6th March aim to hold online interviews on 13th March.

Interviews will take place online and will last up to 60 minutes. We will send the interview questions in advance, and let you know who is going to be on the interview panel before we meet you.