



AccessArt Membership Administrator

AccessArt is excited to recruit a new member to our dynamic team.

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Introduction

AccessArt is recruiting a Membership Administrator. The successful applicant will join a close and enthusiastic team of four, supported by Trustees, to contribute to a growing and highly creative organisation.

We are looking for someone with excellent IT skills able to work as an administrator with efficiency and precision, has experience of handling payment systems, who also enjoys interacting with our members and building relationships, and ideally someone who also has a passion for visual arts education. It is very important to us that we offer the best service we can to our members and users and it is vital that you are able to help us continue to deliver a friendly, efficient service to all.

You should be able to follow instructions and established protocol whilst also being self- motivated. The successful candidate will be very much part of a team, supporting the Membership Manager and working alongside our Book-keeper. Although you will be working by yourself remotely, the team works very closely together online with via zoom, chat and email.

Finally, you should be available for flexible working, as we respond to membership requests as they come in. In practice this might mean spreading the 7 to 15 hours over a period of days which can be agreed in advance.

Full training will be given.



Status of Employment

The role is offered on an employed basis as a permanent contract with an initial 3 months probationary period. The salary will be £15 per hour and you will be contracted to work a minimum 7 hours per week and a maximum of 15 hours per week. Statutory employment rights apply <https://www.gov.uk/employment-status/employee>

The successful applicant should be based in the UK. All employees work for AccessArt remotely (from home), even outside Covid lockdown. Line-Managed by: Paula Briggs, Creative Director

Timeline

- Deadline for Receipt of Applications: 5pm, 17th February 2022
- Shortlist Contacted: 23rd February 2022
- Interviews (via zoom): 1st March 2022
- Role Begins: March/April 2021

How to Apply

Application is by CV and Supporting Statement. Shortlisted applicants will be invited to undertake a short task ready for presentation at interview. Next stage candidates will be invited for a second interview to meet the team and Trustees.

Please submit:

- CV
- Supporting Statement: This should outline how you meet our essential / desirable requirements (below) and describe and demonstrate your, and interest in the role.
- 2 Referees, including contact details

Please let us know whether if shortlisted, and invited for interview, you require any particular access requirement.

Please address your application to Paula Briggs and email your submission to info@accessart.org.uk.

Please note due to the quantity of applications we expect to receive we cannot enter into correspondence and answer individual questions, though we will acknowledge all applications within 3 days of their receipt, and notify all candidate of the outcome of their application.



Job Description:

Work alone and alongside (remotely) existing team members to learn appropriate skills and understand how AccessArt operates, to enable you to:

Membership Administration

- Process new members to the organisation. This involves a series of interactions between MemberMouse (membership software), Paypal, GoCardless, Clearbooks (payment and accounting software) and will include:
 - Creating new memberships using Wordpress/Membermouse/ interface
 - Processing new memberships via GoCardless
 - Interacting with Paypal
 - Creating invoices via Clearbooks

Relationship Building

- Communicate with schools and other organisations / individuals to help and manage memberships, via telephone and email.

Equality of Opportunity and Access:

AccessArt does not discriminate on the basis of gender, sexual orientation, marital or civil partnership status, any gender reassignment, race (including, colour, nationality, ethnic or national origin), religion or belief, disability or age, pregnancy or maternity or part-time or full-time worker.

We are keen to attract a wide range of interest in this role. We hope to encourage those who are currently under represented voices in our sector to apply.

Please let us know whether if shortlisted, and invited for interview, you require any particular access requirement.

Find out more about AccessArt

www.accessart.org.uk/inspirational-visual-arts-resources/
www.accessart.org.uk/special/
www.accessart.org.uk/teamaccessart/
www.accessart.org.uk/inspirational-visual-arts-resources/board-of-trustees/
@accessart facebook and twitter
@accessartorguk Instagram

Attributes	Essential	Desirable	Mode of identification
Qualifications	Education to H.E. level: Degree or HND level qualification		Application
Experience	Minimum of 2 years in a relevant organisation or environment (voluntary or paid) in an administration capacity	An interest in the visual arts and belief in arts education for all	Application
Specialist Knowledge	Very able to work digitally, Experience using Systems such as Wordpress, GoCardless, Paypal or Clearbooks* Able to use Word and Excel with accuracy *We recognise you may not have used these exact systems but need to see you have used equivalents.	Experience of interfaces such as GoCardless, Paypal, Emailblaster	Application Interview
Communication	Effective, accurate and friendly verbal and written communication Close attention to detail and good grasp of English language		Application Interview Task
Teamworker	Able to work in a small team, independently and collaboratively Able to take initiative when needed Able to follow existing protocol and understand complex systems Able to take instruction Able to nurture individual relationships		Application Interview
Personal qualities	Excited at the prospect of helping to further build the organisation Excited to work in a busy, dynamic organisation Happy to respond to tasks and able to manage busy inbox and prioritise tasks. Organised, flexible, quick learner, Work to deadlines Think analytically, Practical and efficient		Application Interview Task
Specialist working conditions	Commitment to GDPR privacy policy and data collection and in marketing Commitment to equality of opportunity Commitment to the safeguarding and child protection policy		Application Interview Task

