

AccessArt Membership Administrator Role

AccessArt is pleased to be able to recruit a new team member to support our fast growing memberships.

Pls find full details about this opportunity [here](#).

Please note that due to the number of enquiries that we expect, we cannot reply to individual emails – all details are provide via the link above.

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.

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

Pls find full details about this opportunity here.