# Team Co-ordinator (Arts)

## Role Description

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| Salary grade: |  | B |
| Reference number: |  | TCAD |
| Team: |  | Arts  |
| Reporting to: |  | Portfolio Manager |
| Line managing: |  | No line management responsibility |
| Location: |  | This role can be based at any one of the Arts Council of Wales offices in Cardiff, Colwyn Bay or Carmarthen. |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

The Arts Team is at the heart of the delivery of the Arts Council’s priorities. Team Co-ordinators will have a mixed portfolio of individual responsibilities and corporate projects. The Team Co-ordinators play a key role in helping to support and coordinate this activity.

Team Co-ordinators ensure the effective delivery of the Team’s activities by providing a high quality administrative service that assists flexible/mobile working. This includes the coordination of communication, correspondence and appointments. It also involves the planning, organisation and administration of Team meetings.

Unless located in the Cardiff office, Team Co-ordinators might also have responsibilities for ensuring that Arts Council offices are appropriately managed and maintained.

### Principal responsibilities

Administration – provides support and assistance to Team members including:

* the management of correspondence, phone calls and emails.
* the planning, organisation and minuting of meetings
* ensuring records and files are accurate and up to date and providing support in record-keeping to the team by being regular lead users in SharePoint and CWMPAS
* preparing itineraries and organising travel where necessary
* supporting the Development Officers arranging quality monitoring reviews in line with Arts Associates’ process
* servicing and supporting the administration of Project group meetings as of when required
* being the lead administrator for sector or programme development groups.

Governance – supports the Directors in the preparation of papers and documents, and the organisation and minuting of Committee meetings.

Coordinates Small Grant Decision meetings through the preparation of meeting papers and minutes, and updating the grants database (CWMPAS).

Coordinates Large Grant Decision meetings through the preparation of meeting papers and providing comprehensive minutes of the meeting, and drafting offer, reject and deferral letters.

Project management – assists in the delivery of projects and tasks by:

* assisting in the preparation of project plans
* collating data and information that assists the Portfolio Managers and Directors in monitoring the progress of project plans
* supporting Development Officers in monitoring our Multi-Year Funded Organisations
* assist in the procurement of services by providing assistance in developing the brief, assist with managing the tender process, drafting contracts and monitoring payments and delivery through to completion
* ensuring best value for money when purchasing external services.

Communication and co-ordination – ensuring that relevant information is communicated effectively and promptly to colleagues working remotely (this includes the organisation of Team meetings, Revenue Funding Agreement meetings and other fora).

Assist with the preparation of relevant information for publication across Arts Council platforms.

Arts Associates – liaises with Arts Associates and assists them in the delivery of their responsibilities:

* provide administrative support in the recruitment and organisation of Arts Associates
* corresponding with regular updates
* record keeping of associated documents, contact details and status.

Relationship management – ensures a high standard of customer service in dealing with the public, taking responsibility for welcoming visitors and answering and re-directing switchboard calls.

Events – assists in the planning, co-ordination and administration of events.

Finance – using iPOS financial system to raise purchase orders, process invoices and set up new suppliers.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Knowledge of the arts in Wales
 | * A familiarity with the principles of governance and accountability
* Knowledge of the public, private and charitable sector in Wales
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| **Skills** | * Highly developed IT and exceptional administrative skills
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| **Experience** | * Experience researching information and providing advice
 | * Relevant experience of providing high quality administrative services
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| **Attributes** | * Capable of keeping up with new policies and initiatives and suggesting improvements
* Ability to communicate facts and knowledge relating to detailed request and issues
* Ability to work on own initiative and work effectively under pressure
* Ability to communicate clearly, with tact and diplomacy
* Confident, authoritative and well organised
* Ability to prioritise and plan own work
* An enthusiasm for the arts, especially in Wales
* A flexible and adaptable attitude to the developing needs of the team
* Commitment to high standards of customer care
* The ability and willingness to occasionally travel throughout Wales and the UK
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| **Welsh language** | * Fluency in Welsh (both written and spoken)
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