



## **Events coordinator and administrator Job Description**

**Salary:** £24,000 per annum pro rata

Part time, 2 days a week, to be worked flexibly. Event coordination will require some evening and weekend work. This is a one-year contract with the potential for renewal. We would ideally like the candidate to start late November, but this is negotiable.

**Deadline for applications:** Friday 12 October (5pm)

**Interviews:** Friday 19 October, Leeds

**Location:** An office will be available in Leeds 2 days per week; the role will also require national travel to attend meetings

If you would like an informal discussion about this role please email Victoria Hume on [victoria@culturehealthandwellbeing.org.uk](mailto:victoria@culturehealthandwellbeing.org.uk) or 07511 972 172

The Culture, Health and Wellbeing Alliance and its alliance partners are committed to being an inclusive employer that welcomes staff members from a wide variety of backgrounds.

Black, Asian and minority ethnic (BAME) people, as well as disabled people are currently underrepresented in the field of arts and health. We welcome and encourage BAME and disabled candidates to apply for this post. In compliance with the Equality Act, we offer a guaranteed interview scheme for disabled applicants who meet all the essential criteria.

Please submit a CV and letter of application explaining how you meet the person specification (maximum 800 words) to [victoria@culturehealthandwellbeing.org.uk](mailto:victoria@culturehealthandwellbeing.org.uk) by 5pm on Friday 12 October.

We welcome any general queries about the application process and would be pleased to provide the application pack in a different format

## Summary of role

We are looking for an events coordinator and administrator for the Culture, Health and Wellbeing Alliance.

The Culture, Health and Wellbeing Alliance (CHWA) represents the merger of the National Alliance for Arts, Health and Wellbeing and the National Alliance for Museums, Health and Wellbeing to create a dynamic new sector support organisation that will build on our combined strengths. CHWA is funded by Arts Council England through Arts & Health South West, which has governance responsibility for the alliance's HR and Finance functions.

The Events Coordinator/Administrator will be employed by Arts & Health South West to work on CHWA. The post-holder will work primarily with Victoria Hume, the Director of CHWA, as well as the board and staff of Arts & Health South West and the CHWA steering group, to support the development of this young organisation.

The role will involve two main strands:

1. Event planning across the year, including booking venues, coordinating ticket sales, coordinating speakers and practitioners and technical support. Events will be planned with the Director and members of the CHWA steering group and will vary in scale from small local and informal to a substantial annual national conference in March 2019.
2. Administrative support for CHWA. This will include
  - Supporting meetings with the groups with whom CHWA regularly works: including helping to arrange meetings, taking minutes, and communicating with members of the groups. These groups will include CHWA's Steering Group, the Lived Experience Network members (LENs), the Strategic Alliance Members (SAMs), and the Strategic Alliance Partners (SAPs). (Please see the business plan for more detail about these groups.)
  - Responding to queries to the organisation by phone or email or passing to the Director as appropriate
  - Helping to update website content once the new CHWA website (currently in development) has gone live in March 2019
  - General administrative support as required by the Director and Chair of CHWA.

This is a time-limited contract for one year, with the potential for renewal.

## Skills, Knowledge and Experience

Skills, Experience and Knowledge	Essential	Desirable
Good communication skills	Yes	
Good computer skills (knowledge of Word, Excel etc.)	Yes	
Experience content-management systems (e.g. Wordpress, Drupal)		Yes
Experience of collaborative working and excellent team skills	Yes	
Independence and initiative	Yes	
Willingness to learn	Yes	
Flexibility	Yes	
Experience of event coordination	Yes	
Experience of administrative support	Yes	
Experience of minute-taking at meetings		Yes
Experience in the arts or museums sector	Yes	
Knowledge of the field of culture, health and wellbeing		Yes