

**Coventry City of Culture Trust
Development Team Administrator**

Reports to Director of Development

Role: Development Team Administrator
Report to Director of Development

Salary : Up to £25,000 gross pa dependent on experience

Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an amazing build-up programme, an ambitious UK City of Culture year in 2021 and legacy.

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together.

Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

By inspiring leading artists to work with us, supporting a new generation of artists and makers, nurturing the creativity of young people, welcoming our communities to collaborate, partnering with local schools and universities, supporting high profile tourism campaigns and removing barriers to attendance, we, along with our city partners, encourage everyone to participate in the creative life of their city and region.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021
- Making long-lasting social change in Coventry
- 80% of the city's residents experiencing at least three events in 2021
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Starting a wave of cultural investment across the region.

Job Description

The Trust is looking to appoint an experienced Administrator to support the Development team's work in fundraising via Trusts and Foundations, Corporate Partnerships and individual philanthropy. Working closely with the Marketing, Monitoring & Evaluation, Production and Events teams, the Administrator will take the lead on ensuring processes and timelines are adhered to, accurate reports are created and submitted to deadlines, contracts are created and efficiently managed, and CRM/database information is kept up to date.

The Role

- Lead on the creation of funding reports, pulling information and data from all relevant departments
- Lead on administration of the Trust's fundraising database as well as ensuring funding contacts are accurately and regularly entered into the CRM system
- Lead on the administration and organisation of funding agreements and sponsorship contracts
- Undertake research of corporate prospects, Trusts and Foundations
- Support with the coordination of information across all departments for funding applications



- Coordinate and draft agendas, reports, papers, presentations and take minutes/notes as required for meetings
- Support the development team with diary management and travel arrangements where required
- Ensure that the health and wellbeing of colleagues, partners and participants are always a key consideration of your work
- Work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- Be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies

Personal Specification

- Experience of working in an administrative capacity with multiple stakeholders
- An effective communicator, both internally and externally
- Strong attention to detail
- Experience of writing copy in a variety of formats for different audiences
- Strong numeracy and IT skills
- Willing to work evenings, early morning and/or weekends if required to meet deadlines and/or attend events
- A personal and professional interest in Arts, Culture and Heritage
- Excellent organisational and time-management skills and ability to prioritise a diverse workload
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- Based in, or be willing to move to within, commuting distance of Coventry

General

We aim to reflect all the city's communities in our workforce, and as such, candidates from currently under-represented groups, including those with disabilities, are especially encouraged to apply.

Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

Process

Please submit up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post with reference to the personal specifications.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly on the basis of written submissions, please complete the anonymous equal opportunities google form available at www.coventry2021.co.uk/jobs.

Applications should be sent to recruitment@coventry2021.co.uk or

Ruth Richardson
Head of Team Development
Coventry City of Culture Trust
Herbert Art Gallery and Museum,
Jordan Well,
Coventry

Timetable

Advertised – Monday 09 March 2020

Applications close – 5pm, Friday 27 March 2020

Interview dates – Thursday 2 April and Friday 3 April 2020, with Thursday 9 April for second interviews

Salary – Up to £25,000 gross pa dependent on experience

Terms and conditions

- This is a fixed term post until March 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off In Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk