**Dear Applicant**

Thank you for expressing an interest in working with Arts & Business (A&B) Cymru as its Administrator.

A charity with an influence and responsibility much richer than its small size, A&B Cymru is at a pivotal point in its development. This is a truly exciting opportunity to make a difference to our organisation and to our work across Wales.

Contained in this pack is some background information, along with the details you need to apply for the post. Should you have any queries, please do not hesitate to contact me on Rachel.Jones@AandBCymru.org.uk or by ringing 029 2030 3023.

Thank you again for your interest in Arts & Business Cymru.

We look forward to receiving your application.

Yours sincerely



**Rachel Jones**

Chief Executive, Arts & Business Cymru

1. ***A&B Cymru is an Equal Opportunities employer and committed to improving its diversity in order to reflect the communities it serves.***
2. ***We would particularly welcome applications from people who are Disabled, D/deaf and / or Neurodiverse, as well as those from Black, Asian & Ethnic groups including Roma, Traveller communities.***
3. ***In a bid to create a dyslexia friendly workplace, we are ensuring that we have Readable fonts***

# About Arts & Business Cymru

1. ***Our vision is to create a Wales where business and the arts connect & thrive***

**In a Nutshell …**

1. Arts & Business (A&B) Cymru is a membership organisation and charity. Its role is to promote, develop and sustain mutually beneficial partnerships between business and the arts.
2. The small staff team works across Wales, delivering tailored programmes and services to a wide range of individuals and organisations.
3. A&B Cymru knows that when the two sectors work in truly mutual partnership, the results benefit society in far reaching and tangible ways.

**Business Membership**

A&B Cymru provides unique solutions to business challenges through the arts. The charity facilitates tailored partnerships which use creative techniques to deliver measurable success.

Through its extensive network and proven expertise, A&B Cymru helps businesses to address marketing and messaging, community engagement and staff training objectives in effective and tangible ways.

A&B Cymru’s 70+ business members range from sole traders to multi-national corporations based across the whole of Wales**.** Membership packages are tailored to suit the individual needs of each company.

**Arts Membership**

A&B Cymru’s work with the arts concentrates on two main themes - developing income and developing skills.

Its 170+ arts members range from individual artists to major institutions. The network supports the arts to form beneficial private sector partnerships.

It provides opportunities for communication, debate and development. Other benefits include free advice and training, brokerage, priority access to programmes and discounts.

1. **Programmes and Services**

**Advocacy & Events**

A&B Cymru hosts a wide range of events throughout the year, advocating the benefit and impact of quality partnership, while showcasing the high calibre of the arts across Wales.

Among the most established and successful are Business Members’ Events, Art @ the Senedd and the annual Awards Ceremony.

**Arts Training Courses**

1. A&B Cymru uses its expertise and network to provide high-quality training courses in specialist Business Skills, Diversity, Fundraising and Governance.
2. These unique, tailored courses are delivered by a mixture of in-house expertise and external specialists.

**CultureStep Investment Programme**

Funded by Hodge Foundation and The Moondance Foundation, CultureStep is designed to encourage new sponsorship and develop established business engagement with the arts.

Through CultureStep, A&B Cymru invests in innovative partnerships of all kinds between the two sectors, enhancing projects and increasing their long-term effectiveness.

**Future Proof**

Future Proof combines innovative and far-reaching programmes – **Creative Internships & Creative Apprenticeships.** The initiative gives an inclusive new generation of arts professionals a structured opportunity to begin a successful career in the creative sector. Funded by the Arts Council of Wales Lottery, it strengthens the skills and capability of the sector by widening access to a career in the arts.

The **Creative Internships Programme** places recent graduates into arts organisations for 10 months as trainee fundraisers. Since its inception in 2013, the scheme has enabled **43 skilled, professional fundraisers to enter the arts workforce.** Between them, they have so far raised over **£7.3 million for the sector in Wales.**

Launched in 2022, the **Creative Apprenticeships Programme** gives individuals who face significant barriers as a result of race, disability or socio-economic circumstances, high quality opportunities to access a career in the arts. It places them into arts organisations on 10-month Apprenticeships, providing multi-level support throughout and a structured introduction to working in the sector.

**Professional Development Programmes**

Governance and good management is higher than ever on the arts agenda. The Professional Development Programmes provides a proven way to achieve this by matching the needs of the arts with vital business support. Its emphasis on skills transfer has a tangible positive impact on both the organisations and arts managers involved.

1. Similarly, businesses see the programmes as an effective method of management development. The five strands provide unique opportunities for gaining confidence, enhancing coaching, communication and problem-solving skills and contributing to communities. By transferring their expertise in new, creative environments, individuals feed back into their workplace fresh ideas, better motivation and a wider perspective.
2. The strands are:

**Skills Bank -** matches the specialist expertise of business managers with the particular needs of arts organisations in short-term, part-time placements.

1. **Mentor Bank -** helps arts managers develop to their full potential by matching them with senior business executives.
2. **Board Bank -** strengthens governance by placing business managers with specialist skills on arts organisations’ Boards as non-executive directors / trustees.
3. **Diversity in Governance -** engages Black, Asian and Ethnically Diverse professionals, as well as those who are Disabled, D/deaf and / or neurodiverse and places them on arts Boards to influence organisational decision making and change, reflecting the vibrant nature of Wales’ communities.

**Young Professionals on Boards -** identifies future business leaders, aged between 21 and 35, and places them on the Boards of leading arts charities.

**Administrator Job Description**

**Full-Time, Based in Cardiff**

**£23K-£25K**

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| Role1. The Administrator plays a key role in the smooth running of A&B Cymru by supporting the efficient delivery of all programmes, services and events across Wales.
2. The position requires high quality administrative skills, financial acumen, efficiency, initiative, attention to detail and team-work. The role involves occasional evening work and travel.
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| Responsibilities* To promote A&B Cymru’s mission, programmes and services and provide information and advice to business and the arts;
* To provide administrative support to the staff team and assist with the day-to-day running of the office;
* To manage the team diary and ensure clear communication across the team;
* To maintain and manage all external contact databases;
* To work with the Finance Manager to ensure the smooth financial administration of A&B Cymru, including invoicing, payments and chasing debtors;
* To provide administrative support for the efficient operation of all A&B Cymru’s programmes and services, following set procedures;
* To provide administrative support in the management of all A&B Cymru’s arts members;
* To assist in the administration and delivery of all A&B Cymru’s events;
* To provide administrative support to the A&B Cymru Board and CultureStep Panel, taking confidential minutes of meetings;
* To provide PA support to the Chief Executive, as required;
* To assist in the organisation and administration of training courses;
* To assist in the promotion of A&B Cymru through the website and social media channels;
* To be responsible for the promotion of A&B Cymru by distributing publicity and information relating to the office’s activities, internally and externally;
* To keep accurate records and assist with A&B Cymru’s reporting to funders as required;
* To maintain the highest professional standards of ethics and practices upheld by A&B Cymru;
* To perform any other duties reasonably required by the Chief Executive.
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# Person specification

## Essential skills and knowledge

* Attention to detail
* Highly developed and confident verbal and written communication skills
* Highly developed administrative, organisational and numeracy skills
* Time management skills
* An ability to manage and monitor basic financial records
* Highly developed IT skills and ability to use Microsoft Word, Excel and PowerPoint effectively
* Database management and spread-sheet applications
* Efficient and accurate minute taking skills
* Awareness of the major issues facing both business and the arts

**Essential experience**

* A minimum of 1 years’ experience in a responsible administrative position
* Track record in implementing and maintaining office systems
* Customer care background (dealing with the public)

## Essential personal attributes and attitude

* Excellent interpersonal skills
* Open, positive and engaging team player with the drive to work independently
* Organised & methodical approach to working
* Discreet and able to deal with confidential, sensitive information
* Diplomatic and calm under pressure
* Flexibility and willingness to travel as required and to attend A&B Cymru events
* Genuine interest in and enthusiasm for the work of A&B Cymru and the arts
* Commitment to quality
* Commitment to Wales

## Desirable skills and experience

* A high level of written and spoken Welsh
* Understanding of bookkeeping and accounts
* Experience of using e-mail marketing services (e.g. mailchimp)
* Experience of updating and maintaining websites
* Event planning and co-ordination
* Working knowledge of financial accounts systems (preferably Sage)
* Full driving licence
* Administrative experience in a business or arts environment

**Equal Opportunities Statement of Policy CONFIDENTIAL**

**[Unique ID No: *Office use only*]**

**A&B Cymru is** an equal opportunity employer. As part of our overall commitment to equality for a diverse workforce, we aim to create a culture within which all staff have the right to be treated with dignity and respect and a culture that ensures that no one receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Diversity monitoring helps us to achieve these goals by helping us understand the profile of the candidates who apply for our roles and our workforce in respect of these characteristics. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

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| 1. **Post applied for:** Administrator **Date:**
 |
| **Gender:** Male [ ]  Female [ ]  Trans\*[ ]  Prefer not to say [ ] 1. If you prefer to describe your gender identity in another way, please specify here:
 | *\*Trans is an umbrella term for people whose gender identity in some way differs from the gender they were assigned at birth.* |
| **Age:** 16-24[ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]  50-54 [ ] 55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say [ ]  |
| **Are you married or in a civil partnership?** Yes [ ]  No [ ]  Prefer not to say [ ]  |
| 1. **What is your ethnicity?:**
 |
| 1. **White**English [ ] Gypsy or Irish Traveller [ ] Irish [ ] Northern Irish [ ] Scottish [ ] Welsh [ ]
2. Other white background (please specify):

Prefer not to say [ ]  | 1. **Black or Black British** African [ ] Caribbean [ ] Any other Black/African/Caribbean background (please specify):
2. Prefer not to say [ ]
 |
| 1. **Mixed/Multiple Ethnic Groups**White & Asian [ ] White & Black African [ ] White & Black Caribbean [ ]
2. Any mixed background (please specify):
3. Prefer not to say [ ]
 | 1. **Asian or Asian British**Bangladeshi [ ]  Chinese [ ] Indian [ ]  Pakistani [ ] Other Asian background (please specify):
2. Prefer not to say [ ]
 |
| 1. **Other Ethnic Group**
2. Arab [ ] Any other ethnic group (please specify) :
3. Prefer not to say [ ]
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| 1. **What is your sexual orientation?**
2. Bisexual [ ] Gay [ ] Heterosexual [ ] Other (please specify) [ ]
3. Prefer not to say [ ]
 | 1. **What is your religion or belief?**
2. Buddhist [ ] Christian [ ] Hindu [ ] Jewish [ ]
3. Muslim [ ] No religion or belief [ ] Sikh [ ] Other (please specify) [ ]
4. Prefer not to say [ ]
 |
| **Where did you see this vacancy advertised?** |
| 1. Do you consider yourself to have a disability or health condition? Yes [ ]  No [ ]

If yes, Please specify the nature of your disability or condition\*:\* The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process.  |
| **Data protection statement**The Company uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will treat all personal information in line with current data protection legislation and our data protection policy. In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting contactus@aandbcymru.org.uk1. **Signature:** **Date:**
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# Application Form CONFIDENTIAL

1. Once complete, please e-mail this form to contactus@aandbcymru.org.uk

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| Administrator  |

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| 1. **SECTION 1 – PERSONAL DETAILS**
 |
| 1. Surname:
 | 1. Other names:
 |
| 1. Home Address:
 | 1. Address of correspondence (if not home)
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| 1. Home telephone:
 | 1. Work telephone:(if we may use it)
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| 1. Email:
 | 1. Mobile:
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| 1. **SECTION 2 – CURRENT OR MOST RECENT EMPLOYMENT**
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| 1. Organisation:
 | 1. Job title:
 |
| 1. Date of appointment:
 | 1. Current or final salary:
 |
| 1. Notice period:
 | 1. Leaving date:(if not currently working)
 |
| 1. Reason for leaving or seeking alternative employment:
 |
| 1. Please outline your main responsibilities:
 |

1. *Please continue on a separate sheet if necessary.*

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| 1. **SECTION 3 – WORK HISTORY**
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| 1. Dates employed(From / To)
2. xx/xx to xx/xx
 | 1. *Name and address of employer:*
 |  |
| 1. *Job title:*
 |  |
| 1. *Main responsibilities:*
 |
| 1. *Reason for leaving:*
 |

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| --- | --- | --- |
| 1. Dates employed(From / To)
2. xx/xx to xx/xx
 | 1. *Name and address of employer:*
 |  |
| 1. *Job title:*
 |  |
| 1. *Main responsibilities:*
 |
| 1. *Reason for leaving:*
 |

|  |  |  |
| --- | --- | --- |
| 1. Dates employed(From / To)
2. xx/xx to xx/xx
 | 1. *Name and address of employer:*
 |  |
| 1. *Job title:*
 |  |
| 1. *Main responsibilities:*
 |
| 1. *Reason for leaving:*
 |

1. *Please continue on a separate sheet if necessary.*

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| 1. **SECTION 4 – EDUCATION AND QUALIFICATIONS**
 |
| 1. *Please give details of educational establishments attended, with dates, examinations and results as below. Please continue on a separate sheet if necessary.*
 |
| 1. Educational Establishment
 | 1. From / To
 | 1. Examinations taken, results and qualifications obtained
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| 1. **OTHER TRAINING AND PROFESSIONAL QUALIFICATIONS**
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| Training body | 1. From / To
 | 1. Training undertaken and details of any qualification or certificate obtained, if any.
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| 1. **SECTION 5 – INFORMATION IN SUPPORT OF YOUR APPLICATION**
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| 1. *Use this section to show how you meet the Person Specification for the role. You should provide specific examples drawing on all aspects of your experience, including paid or unpaid employment and voluntary work. Please continue on one additional sheet, if necessary.*
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# References CONFIDENTIAL

1. Please give the names, addresses, telephone numbers and positions of two people to whom reference may be made. All appointments are subject to receipt of references that we find to be satisfactory. No offer of employment can be finalised until two references have been received.

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| Name:      Position:      Address:      Postcode:       Telephone:      E-mail:       | Name:      Position:      Address:      Postcode:       Telephone:      E-mail:       |

May we approach these referees at any time? **[ ]  Yes [ ]  No**

**OR**

Only after an offer of employment is made? **[ ]**

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. If you require a work permit to work in the UK please indicate below.

**[ ]  Yes [ ]  No**

1. Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences may be disregarded)

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## DECLARATION

1. By sending us your application by email you confirm all information given on this form is, to the best of your knowledge and belief, accurate and complete and that you have omitted nothing, which to the best of your knowledge might affect this application. You also agree the information included on this form may be used by Arts & Business Cymru for assessment of your application.
2. If you prefer to send us your application by mail, please confirm the above by signing below.

|  |  |
| --- | --- |
| 1. Signed:
 | 1. Date:
 |

1. **Closing date for applications: 12pm, 27 November 2024**
2. **Interview date(s): 4 December 2024**