

# HARLOW SCULPTURE TOWN

**Vacancy:** Volunteer Co-ordinator and Administrator, Harlow Art Trust  
19 hours a week at £13 per hour – Freelance Contract.-

To apply please send your CV, a cover letter and our Equal Opportunities Form to [gallery@harlowarttrust.org.uk](mailto:gallery@harlowarttrust.org.uk). The deadline for applications is 23:59 on Friday 18 November 2022.

## **Background**

Harlow Art Trust (HAT) was formed in 1953 with the intention of beautifying the town of Harlow, Essex, by purchasing, commissioning and maintaining public art for its inhabitants. The collection has since grown to over 100 sculptures, and includes work by Henry Moore, Barbara Hepworth, Elisabeth Frink and Lynn Chadwick. Today, the Trust's overarching aim is to cement Harlow, one of the original post war new towns located between London and Cambridge, as the UK **Sculpture Town**.

Since 2011, the Trust has also been responsible for the management of the Gibberd Gallery, Harlow's largest space dedicated to showing contemporary visual arts. The Trust delivers special exhibitions each year and displays the significant Sir Frederick Gibberd 20<sup>th</sup> Century Watercolour Collection on behalf of Harlow Council. There are also spaces dedicated to the exhibition of student work, and promotion of local artists and projects.

We are now looking to appoint a part-time Volunteer Co-ordinator & Administrator to join our small team through to the end of March 2023. This is initially a 4-month contract, with the possibility to extend this.

## **Summary of the role**

To promote, develop and deliver volunteering opportunities with the Harlow Art Trust and to be their key point of contact. To provide part-time administrative support to Harlow Art Trust, a charity responsible for the management of the Gibberd Gallery and Harlow's collection of over-100 public sculptures.

Duties and responsibilities include:

- Developing the Friends of Harlow Sculpture Town membership scheme
- Developing the Harlow Sculpture Town tours, Sculpture Guardians Scheme and volunteer events with key volunteer leaders & the Programme Manager
- Supporting the attraction, recruitment, induction, training and retention of volunteers, ensuring that they are adequately vetted
- Acting as a main point of contact for all communications with our volunteers, including emails, phone
- Undertaking Trust administration and supporting the management of the sculpture collection: coordinating committee and sub-group meetings and taking minutes and dealing with day-to-day enquiries.
- Supporting the Programme Manager as required with the temporary exhibition programme and creating forms, contracts and procedures for use within the gallery.

- Overseeing the Gibberd Gallery general inbox, dealing with day-to-day enquiries relating to the 20<sup>th</sup> century watercolour collection, artists' opportunities and school visits.
- Cashing up sales and monitoring petty cash.
- Supporting the promotion of Harlow Sculpture Town and the Gibberd Gallery: updating and writing content for the website, driving social media, designing and drafting monthly email newsletters.

The ideal candidate will have a strong background in administration, experience of managing supporting volunteers and be highly organised, able to work on their own initiative and prioritise effectively. Experience of the arts would be an advantage but not essential. The role does require flexible working as well as the capacity to attend and minute meetings held in Harlow.

The primary base of work will be at the Gibberd Gallery in the Harlow Civic Centre, however the Trust is flexible for some working at home.

### Person Specification

	ESSENTIAL	DESIRABLE
<b>Education/Qualification</b>		
Completion of secondary school education or equivalent, leading to the attainment of a good standard of general education.	E	
Excellent standard of literacy & numeracy	E	
Appropriate professional/technical qualification (e.g. NVQ Business Administration or above)		D
<b>Knowledge &amp; Experience</b>		
Experience in the co-ordination of attracting, retaining & deploying volunteers	E	
Good administrative experience with a methodical approach and attention to detail	E	
Knowledge of Heritage & Cultural Sector		D
Interest in sculpture, Mid 20 <sup>th</sup> Century & Contemporary Art		D
Ability to manage online social media profiles		D
Evidence of the ability to use the following IT packages to a high standard for analysis, monitoring and reporting purposes: <ul style="list-style-type: none"> <li>• Spreadsheet &amp; database packages (inc Excel &amp; Mailchimp)</li> <li>• Word processing packages</li> </ul>	E	
Ability to work with all levels of people ranging from senior managers to volunteers and visitors to the Gibberd Gallery and to Harlow Sculpture Town	E	

Ability to deal with a wide range of correspondence and prepare and present appropriate responses	E	
Preparation of communications for dissemination to a broad range of stakeholders as needed	E	
Understanding and experience of good visitor care in the context of a visitor attractions such as a gallery	E	
Working with people from diverse backgrounds	E	
Working with targeted groups such as families, older people, refugees and asylum seekers, adults with learning disabilities		D
Evidence of the ability to collect, audit, analyse and interpret a wide range of information, including qualitative and quantitative data		D
Evidence of the ability to work on financial systems and the raising and processing of orders and invoices		D
<b>Personal Qualities and Attributes</b> Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:		
Ability to prioritise own workload and competing demands whilst managing own time and working to set deadlines	E	
The ability to form productive working relationships and partnerships internally and externally	E	
Commitment to and focused on quality, consistently looks to improve what they do and promotes high standards in all they do	E	
Actively develops themselves and supports others to do the same	E	
Ability to provide a high standard of visitor and volunteer care and advice when working with colleagues and external contacts	E	
Ability to work with minimum supervision and as a member of a team, providing support & assistance to colleagues and Trustee when required	E	
Ability to make suggestions on how things can be improved or done differently by sharing ideas with team members.	E	
Ability to stay calm under pressure and remain courteous when dealing with difficult situations	E	
<b>Circumstances</b>		
Able to travel for meetings	E	
Prepared to work outside normal office hours and on weekends	E	

## **In addition**

All Harlow Art Trust staff are expected to:

- Meet with the team on a regular basis to discuss progress and plan future tasks and workload
- Remain people focused and recognise the diverse nature of the community, with an emphasis on inclusion and access
- Help drive an open culture of continuous improvement and innovation.
- Operate safely in the workplace, observing Health and Safety Guidelines
- Observe organisational practices regarding Equal Opportunities, Codes of Conduct, and staff development.

**Key working relationships:** Harlow Art Trust Programme Manager, Chair and the Trustees, volunteers, members of the general public, Friends of Harlow Sculpture Town, local schools and contractors.

## **Status**

It is a requirement of this contract that the Volunteer Co-ordinator and Administrator (or the organisation they are associated with) be responsible for the payment of their own VAT, NI and any other costs related to that status (where applicable).

## **Payments**

The fee for the post is £13 per hour based on 19 hours per week. This will be inclusive of all costs except for any pre-agreed expenses. You will be based at Gibberd Gallery, Harlow or the Trust's principal place of business from time to time if the location is changed by the Trust. You may be required to travel within the UK in performing your duties. Any expenses you incur in additional travel may be reclaimed in accordance with the Trust's expense policy. Any additional hours must be agreed with the Programme Manager in advance.

**Working hours** Flexible working is possible. It will include some evening and weekend work. Days and times worked are to be recorded on the invoice. The Volunteer Co-ordinator & Administrator is not entitled to paid annual leave or sick leave.

**How to apply:** To apply please send your CV and a cover letter, the names of two referees, and our Equal Opportunities Form to [gallery@harlowarttrust.org.uk](mailto:gallery@harlowarttrust.org.uk). The deadline for applications is 23:59 on **Friday 18 November**.

Please note that referees will only be contacted if you are offered the job.

## **Interviews**

In person interviews will be held at the Gibberd Gallery on either 23 or 25 November.