

Admin Assistant Kick Start Programme (6 Months)

Job description

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Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Role

Is to assist the HR Manager and the Head of Finance.

Accountability

The Admin Assistant reports to the HR Manager.

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Duties and Responsibilities

Personnel

- Assist the HR manager with recruitment by updating the recruitment spreadsheets and reporting on Equality, Diversity and Inclusion.
- Coordinating the induction of the Gallery's new starters and volunteers (interns and work placements).
- Assisting the HR Manager in organising staff training, both internally and externally.
- Organising the Gallery's annual staff appraisal schedule and conducting some appraisals.
- Coordinating the exit process for all staff.

Administration

- Filing of administrative paperwork.
- Assist the HR Manager in monitoring and reporting diversity statistics to the Art Council for staff, artists, freelancers, interns, volunteers & Trustees.
- Any other duties as deemed necessary by the HR Manager and the Head of Finance.

Technical:

- Assisting the HR Manager in implementation of the HR Database (no prior experience is required, training will be provided).
- Be the first point of contact for queries for HR Database.
- Assist the HR Manager in implementing the E-Learning system (no prior experience is required, training will be provided)..
- Be responsible for updating staff telephone numbers on the internal telephone directory.
- Monitoring the Recruitment Outlook email inbox.

Finance

- Supporting the implementation of a Paperless invoice approval system (no prior experience required, full training will be provided).
- Posting of transactions including but not limited to sales invoices, purchase invoices and bank transactions in conjunction with internal departments (no prior experience required, full training will be provided).
- Other accounting duties as required by the Head of Finance and Finance Administrator
- Support HoF to manage departmental archiving and file management
- Provide support to organisational initiatives / projects
- Maintain positive stakeholder relationships with customers, suppliers, banking staff and others as appropriate

Person Specification

Essential

- A positive attitude and desire to work in the arts sector
- Excellent verbal and written communication skills
- Good numeracy skills
- Willing to learn and work flexibly across Admin and Finance team
- Meticulous attention to detail
- Active interest and empathy with Equal Opportunities practice
- Working knowledge of IT packages including Word, Excel and PowerPoint
- An awareness of GDPR and confidentiality

Desirable

- Desire to work in an Arts Charity organisation
- Knowledge of or interest in contemporary visual arts

Conditions of Work

- Placement: 6 Months
- Working Pattern: 25 hours per week, Monday to Friday
- Wages: £8.91 per hour, national minimum wage
- Hours of work: Between 9.30am – 5.45pm, one hour lunch break.