CHEAD

The Council for
Higher Education in Art & Design
Arts, design, creative media
and related disciplines

Role Description	
Role Title:	Programme Administrator
Responsible to:	Director of Membership and Operations
Contract Type	Permanent, term-time, 39 week per annum
Working pattern	Flexible working but with at least one core day on a Tuesday or a Wednesday
Location:	Home-based, remote
Contract hours:	0.4 Full-time equivalent (2 days per week)
Salary range:	£23,000 pro rata

Overall purpose:

Providing support for a team of two Directors and Board of Trustees for a creative education charity with a busy programme of membership events, meetings, partnerships and projects and day-to-day administration.

Key duties and role responsibilities:

Organisational / Administrative

- Deal with general enquiries and correspondence
- Support two Directors with administration including setting up meetings, booking travel and accommodation and following up correspondence
- Support the delivery of Board of Trustee meetings
- Support the delivery of CHEAD member events
- Support member-related services maintaining and updating member records on an ongoing basis, ensuring data accuracy and data security
- Assist with membership promotion and the annual membership renewal process
- Assist with uploading content on the CHEAD website, Mailchimp and social media platforms as required

Financial / Compliance

- Organise payment of invoices liaising with the account's administrator.
- Prepare analysis of credit card expenses claims together with supporting receipts each month.
- Maintain procedures, systems, and information with respect to purchases and payments.
- Support membership renewals process providing accounts administrator relevant information
- Support the Director of Membership and Operations with maintaining up to date information in relation to requirements by the Charity Commission

Other important duties

- Demonstrate the value and importance of equality and diversity in every aspect of the work and show commitment through everyday practice in the role.
- Demonstrate a commitment to continuously improve knowledge, skills and behaviours for the role where necessary
- Demonstrate compliance with health, safety and environmental sustainability in the conduct of the role.
- Where required, to perform other duties consistent with role expectations.

Person Specification

Knowledge and Experience	E	D
Administrative experience, including demonstrable experience of using Microsoft Office and Microsoft Teams	✓	
Organising meetings and events	✓	
Ability to work with a range of digital platforms including social media		✓

Experience of updating websites		✓
Experience of engaging with a Board of Trustees or similar governance structure		✓
European Computer Driving Licence or equivalent computer / IT Skills		✓

Skills	E	D
Organisational skills and attention to detail	✓	
Ability to work independently and organise own workload	✓	
Event management		✓

Approach	E	D
Actively interested in the Charity's aims	✓	
Flexible to changing work priorities	✓	