

**RECRUITMENT PACK**

**Operations Coordinator**

Thank you for your interest in this role and in Devonshire Collective. This pack contains further information about the post including a job description and person specification. An equal opportunities form is attached separately.

To apply for this post, please send a CV and covering letter of no more than 2 pages to [info@devonshirecollective.co.uk](mailto:info@devonshirecollective.co.uk), outlining your suitability for the role. Please also supply a completed equal opportunities form and details of two referees. We are unable to accept postal applications.

Deadline: Sunday 26 February, 6pm.

Interviews: Tuesday 7 March at VOLT gallery, 67-69 Seaside Road, BN21 3PL, Eastbourne.

If you have any questions about the role, or have any access requirements in relation to making an application, please contact Edward Ball, DC Director, at [director@devonshirecollective.co.uk](mailto:director@devonshirecollective.co.uk).

**ABOUT DEVONSHIRE COLLECTIVE**

Devonshire Collective (DC) is a cultural and community organisation operating across a network of ex-retail sites in the Devonshire West ward, Eastbourne – a vibrant area with a long-standing community. DC was founded in 2016 in partnership with Eastbourne Council as part of a wider regeneration project for the ward, which ranks in the top 10% most socio-economically deprived in the UK, and is the most ethnically diverse ward in Eastbourne.

DC’s inclusive ethos continues to widen access and participation for our local community, where cultural engagement is below UK average. DC combines national ambition with a grassroots ethos: commissioning significant first solo exhibitions by emerging, underrepresented artists living regionally and nationally, while working with communities, in community spaces.

At the core of DC is learning and engagement. We believe in regular activity that is free at the point of use, artist-led, and inclusive. Programmes are shaped by research into our community and gaps in cultural provision, with a focus on early years, children, teachers and the most marginalised communities in the ward, in particular, refugees and asylum seekers.

2023 is an exciting year for DC and for Eastbourne, as Towner Eastbourne hosts The Turner Prize here in the Autumn, and DC joins Arts Council England’s National Portfolio programme for the first time.

**JOB DESCRIPTION**

**ROLE/TITLE:** Operations Coordinator

**REPORTS TO:** Director

**SALARY:** £8,000 pa (£20,000 FTE)

**HOURS:** 2 days per week (8 hour day with one hour paid lunchbreak) to be worked flexibly across the week, including Friday mornings where possible to attend weekly staff meetings. Working one weekend day per month (Saturday/Sunday 11-5pm).

**CONTRACT:** Freelance, fixed term for 1 year, with possibility for extension.

**LOCATION:** At Devonshire Collective venues on Seaside Road, Eastbourne, as required, alongside flexible home working with prior agreement.

Our mission is to welcome everyone and create an inclusive working environment to reflect the community in which we are based. We celebrate difference and encourage everyone to join us, and to be themselves at work.

**JOB PURPOSE:**

This role supports the smooth day-to-day administration and operations of Devonshire Collective, working closely with the Director, programme team, and Finance Manager. In this position, you will support team members to ensure deadlines are met, manage the maintenance and infrastructure of the company – including facilities, insurance, utilities and suppliers – and provide a warm welcome to visitors and participants.

You will support the Director in grants administration and the preparation of Board papers and reports, and you will be the first point of contact for online enquiries.

**KEY TASKS:**

1. Monitor the [devonshirecollective@gmail.com](mailto:devonshirecollective@gmail.com) and [info@devonshirecollective.co.uk](mailto:info@devonshirecollective.co.uk) inboxes regularly, forwarding on enquiries to relevant team members.
2. Oversee effective planning across the organisation by managing a central diary and coordinating staff meetings.
3. In consultation with the Director, arrange staff and board training sessions, and coordinate and minute board meetings.
4. Be willing to undergo environmental and sustainability training, in support of DC’s environmental data collection and monitoring using Julie’s Bicycle toolkits.
5. Monitor engagement with DC’s website via google analytics, creating annual digital reports for Board reporting.
6. Oversee DC’s insurance policy, ensuring it is reviewed and updated annually.
7. Maintain smooth and timely administrative processes across departments.
8. Act as the primary contact for all studio hires and enquiries, managing contracts and hire agreements.
9. Act as primary contact for all utilities and service providers, including water, waste, electricity, internet and gas, ensuring invoices are sent promptly to the Finance Manager, and raising any issues or concerns with the Director.
10. General administrative tasks as needed.
11. Ensuring all building facilities tests/service dates are accurately recorded and maintenance visits booked in a timely manner.
12. Working with the Director, ensure all policies are up to date and accessible on the shared drive.
13. Provide a warm welcome to all gallery visitors and participants.
14. Respect and help deliver Devonshire Collective’s values and ambitions.
15. Willingness to undertake training and development in response to identified needs.
16. To be flexible, adaptable and work effectively as part of a small team.
17. This job description is not exhaustive, but is provided as a guide to the main duties of this post. It may be amended by the Board of Directors from time to time, in discussion with you.

**Requirements / Person Specification**

Essential:

* Ability to work in a team, contributing ideas and supporting other team members as required.
* Exceptional organisational and administrative skills.
* Ability to use standard office software including spreadsheets.
* Attention to detail.
* Positive attitude and professional manner.
* Problem solver / solution driven.
* Discretion and confidentiality when working with audience data and Board reports.
* Able to work independently.

Desirable:

* Basic knowledge of website design and builds.
* First aid certificate.
* Basic GDPR understanding.
* Knowledge of health and safety policies.
* Some familiarity with the cultural and / or the non-profit sector.