

**Entelechy Arts**  
**Job Pack & Job Description**  
**Office Manager**



## **Job summary**

We are looking for an Office Manager to join the Entelechy Arts team! You will play a central role in ensuring both our operation and activity run smoothly, providing administrative and marketing support to our core team and the many artists and communities we work with.

You will be responsible for coordinating with our board of trustees, reporting to funders, general administration (including team meetings, IT, the organisation's info e-mail, marketing schedule, room booking, office management including stationary and day-to-day scheduling), occasional liaison with members of our community, marketing including hard copy, web-site, newsletter and social media.

We are looking for someone who is **highly organized** with **strong administration skills**. Previous experience in the charity or arts sectors is not essential.

---

**Hours: 28 hours per week (4 days, Monday, Tuesday, Wednesday, Thursday)**

**From: March 2024 – March 2025.**

**Terms: £24,000 (£30,000 pro-rata for 0.8).**

**Mainly office working.**

### **About Entelechy Arts**

Entelechy Arts is a hub of artists and changemakers creating pioneering projects which bring together art, care, wellbeing and community. We work with people who experience loneliness and face barriers to social and cultural opportunity and visibility: disabled adults and older people experiencing physical or mental ill health. Our mission is to create a more equal society and reduce loneliness through our artistic programmes. Our work demonstrates the powerful creative contribution that any individual can make to the world and brings people together. We empower communities to make artistic work with individual, local, national and international impact, co-created with our Associate Artists.

**[www.entelechyarts.org](http://www.entelechyarts.org)**

## **Key Responsibilities**

- General administration tasks attached to the smooth running of the charity including arranging meetings, taking minutes, preparing papers
- Office administration
- Financial administration including receiving cash payments and looking after banking administration
- Database and records
- Marketing administration and coordination including website, newsletter and social media

## **Key Tasks**

Team and board support -

- Circulating dates and maintaining the office calendar
- Answering phone and responding to enquiries by email
- Welcoming and supporting members and volunteers
- Monitoring dates of DBS checks and supporting application process
- Taking minutes at team, board and sub-committee meetings

Office and premises -

- Maintaining a comfortable and tidy office space
- Monitoring and ordering stationery and refreshments supplies
- Provide basic IT support to the team

#### Marketing administration and coordination -

- Writing, creating and managing social media content chiefly on Instagram and LinkedIn
- Maintaining and updating the website (WordPress) including creating new pages, layouts and content.
- Writing, editing and curating copy for Website and other platforms in a way that priorities supporting our communities to have a voice and a platform
- Writing, compiling and editing newsletters by Mailchimp

#### Financial administration -

- Supporting the Finance Manager with basic tasks, e.g. tracking some invoices and payments
- Handling cash and cheques, e.g. receiving some payments from activities, reimbursing small volunteer expenses
- Depositing cash and cheques at bank

#### Database and records -

- Keeping the database and records up to date: data entry and tracking/collation of registers, participant information, team and supplier records
  - Filing and digital filing systems are well maintained especially our CRM (Salesforce)
  - Ensuring programme outputs are archived and accessible: pictures, films, marketing etc
  - Supporting evaluation process by collating programme files with relevant data and outputs
-

## **Terms**

Fixed term March 2024 – March 2025

£24,000

4 days (28 hours) a week

Normal office hours are 9.30am - 5.30pm, Monday to Thursday (with one hour for lunch)

25 days holiday (pro rata) plus public holidays (pro rata) and 1 day for 'A Date to Create'

Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)

Place of work is the Albany, Deptford (SE8)

While remote working will be possible on occasion, the nature of the role will need someone to be present on most working days. Would suit someone looking to increase their experience and knowledge of the arts sector.

DBS required.

## **Equal Opportunities**

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

## **Access & Support**

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch to discuss how we can meet your support or adjustment needs for your application or interview. If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Mike by email:

[mike.brooks@entelechyarts.org](mailto:mike.brooks@entelechyarts.org) or by phone: 07593 580572 who will be able to discuss further or arrange support.

## **Application**

To apply, please email your C.V. and a covering letter (maximum two sides A4) to Mike: [mike.brooks@entelechartyarts.org](mailto:mike.brooks@entelechartyarts.org) **by 9am, Monday 11<sup>th</sup> March 2024**. First round interviews will be on **18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> March via Zoom**. Interviews may go to a second stage.