



## **Kids in Museums**

### **Team Administrator (0.6 FTE / three days per week)**

Salary: £22,000 – £24,000 (£13,200 - £14,400 actual salary for three days).

Contract: permanent.

Hours: 3 days (22.5 hours) per week. Office hours are Monday – Friday 9am – 5.30pm with a one-hour lunch break (requests for flexible working will be considered in accordance with Kids in Museums flexible working policy).

Place of work: CAN Mezzanine, 7-14 Great Dover Street, London, SE1 4YR.

Holiday: 15 days per annum plus pro-rated bank holidays.

Pension: NEST auto-enrolment scheme available to all eligible staff.

Line Manager: Executive Director.

Probationary period: two months.

Notice period: one month.

### **About this role**

This is a key role at Kids in Museums and would suit someone with excellent organisational skills, the ability to juggle a range of tasks, stay calm under pressure and who has an interest in learning more about the workings of a small charity. The post holder will support key Kids in Museums projects such as the Family Friendly Museum Award and Takeover Day, our new programme of training and consultancy as well as carrying out more general office management tasks including preparing papers for Board and Committee meetings. We anticipate the requirements of the role will vary from week to week and we expect the post holder to be responsive to the needs of the team. You do not need to be a graduate to succeed in this role. We're looking for someone who is flexible, reliable and a good team player and passionate about museums and enabling children and young people to have better access to culture and heritage.

We are a small, friendly, supportive team and we offer all staff opportunities for training and development through attending a range of sector events and courses.

### **Kids in Museums**

Kids in Museums is a national charity dedicated to ensuring that all children, young people and families feel welcomed and involved in museums and other heritage sites. In recognition of our excellent track-record and future ambitions, the charity was selected by Arts Council England to be a Sector Support Organisation for the museum sector from April 2018, funded as a National Portfolio Organisation.

This is a great time to be joining the Kids in Museums team. Over the past 12 months we have launched a new Manifesto, updated the Family Friendly Museum Award with new entry categories, launched a new programme of training and consultancy and a new website. We are currently preparing to celebrate the tenth anniversary of our flagship Takeover Day programme in 2020.

For more information about Kids in Museums see [www.kidsinmuseums.org.uk](http://www.kidsinmuseums.org.uk)



## Main responsibilities

### Programme administration

- Work with the Executive Director, Head of Programmes and Content and Communications Manager to ensure the smooth running of all existing and new Kids in Museums programmes.
- Ensure all museums are easily able to get involved with Kids in Museums programmes, overseeing smooth registration and sign up processes for [Takeover Day](#), [Digital Takeover Day](#), [Family Friendly Museum Award](#) and the [Manifesto](#).
- Play an active role in supporting the judging of the Family Friendly Museum Award by liaising closely with families who volunteer to be undercover judges.
- Ensure data provided by museums is accurately recorded and securely stored in line with the charity's data protection policies.
- Assist the Head of Programmes and Executive Director by providing data for reporting to funders and partners.
- Support the organisation of all [Kids in Museums training](#) and events, including managing bookings through online systems such as Eventbrite, liaising with Finance Manager about payment processes, arranging event venues and catering and preparing supporting materials.
- Lead on organising the award ceremony for the Family Friendly Museum Award.
- Respond to general inquiries about Kids in Museums programmes as directed by other members of the staff team.

### Office administration

- Work with the Executive Director to ensure the smooth running of the charity.
- Provide general administrative support to staff including organising internal and external meetings, booking travel and accommodation and keeping diaries up to date.
- Undertake general office administration tasks such as ordering stationery and other office supplies.
- Support the Executive Director with the administration of Trustee meetings including taking minutes at meetings.
- Working with the Finance Manager to ensure that all payments are correctly processed.
- Support the Executive Director to keep HR policies and the staff handbook up to date.
- Ensure that the Kids in Museums CRM database and mailing lists are kept accurate and secure.
- Respond to general inquiries about Kids in Museums.
- Assist with updating the Kids in Museums website.
- Ensure that electronic and paper filing systems are maintaining and easy to access and that old data is being destroyed in accordance with data protection policies.



## Person Specification

### Essential

- Demonstrable interest in museums and heritage.
- Strong administration skills, with at least six months of office-based experience ideally gained at a cultural, heritage or third sector organisation.
- Excellent organisational skills, with a focused, methodical approach to work.
- Excellent written communication skills with ability to write both formal and informal documents and communicate project information clearly.
- Good spoken communication skills including a confident telephone manner and an understanding of what is required to give excellent customer service.
- Excellent attention to detail.
- A basic understanding of how income and expenditure budgets work.
- Experience of working flexibly as part of a small team and managing and meeting deadlines.
- Proficient in using MS Office with confidence to learn other software packages.

### Desirable

- Experience of using a CRM database for fundraising or marketing.
- Experience of working with WordPress, MailChimp and Eventbrite.
- Experience of managing small events with up to 30 attendees.
- An understanding of the work of Kids in Museums.
- Good research skills.

### Eligibility to work in the UK

Candidates for this role must be eligible to work in the UK. We are not able to provide sponsorship for visas for candidates for this role.

### How to apply

1. Please submit a CV and covering letter or statement addressed to Alison Bowyer, Executive Director.

As a guide a CV should be no more than two sides of A4 and a cover letter 1-1.5 sides of A4 in length.

When writing your cover letter, please ensure that it highlights how you meet the essential requirements of the personal specification. We suggest making sure that your cover letter gives examples from your previous experiences about how you meet the essential requirements of the role. You can use headings taken from the person specification in your cover letter if it helps you to more clearly organise the information.

2. Please also complete and submit the equal opportunities monitoring form.

This will not be used in consideration of your application, but the data will be anonymised and stored for up to 12 months to be used for monitoring purposes.



3. Please attach these documents to a covering email.

In the email accompanying your application, please tell us about any notice period for your current role and provide details of two referees and tell us when during the application process we can contact them. Please also let us know if you would require any adjustments to be made in order to attend an interview.

The closing date for applications is 5pm on Monday 25 November 2019.

Please send your applications to [alison@kidsinmuseums.org.uk](mailto:alison@kidsinmuseums.org.uk)

### **Interviews**

Interviews will be held on Tuesday 3 December at the Kids in Museums offices in London. We will notify successful candidates who have been selected for interview by email by the end of the day on Wednesday 27 November.

Please note that if you have not heard from us by this date you should assume that your application has been unsuccessful. Kids in Museums is a small organisation and does not have the capacity to provide feedback to unsuccessful candidates prior to interview. All candidates who are interviewed will receive feedback.

### **Enquiries**

If you have any queries about the role, please contact Alison Bowyer, Executive Director on [alison@kidsinmuseums.org.uk](mailto:alison@kidsinmuseums.org.uk) or 020 3096 7707.

Please note, we are not able to respond to recruitment inquiries on social media.

No agencies please.