



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Project Support Officer - Leeds Arts and Health & Wellbeing Network
Cultural Institute, Faculty of Arts, Humanities and Cultures**



Salary: Grade 5 (£22,659 – £26,243 p.a.) Due to funding, an appointment cannot be made above £22,659

Reference: AHCC1007

Closing date: 19 July 2019

14 hours per week, Fixed term for 18 months (Due to funding)

We will consider job share and flexible working arrangements

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Are you a proactive administrator, with experience in coordinating events? Do you have excellent communication and interpersonal skills, with the ability to work effectively with a wide range of people? Do you possess excellent IT skills, with the ability to use information management systems, such as databases?

Leeds Arts and Health & Wellbeing Network's (LAHWN) vision is to support improvements to the health and wellbeing of people who live, work and study in Leeds through engagement in creative arts. Its work is contextualised by local strategies such as Leeds Cultural Strategy, and Leeds Health and Wellbeing Strategy and the national report: Creative Health; The Arts for Health and Wellbeing (2017).

The Network is a mechanism through which organisations and individuals working in the area of arts, health and academia (all broadly defined) can share ideas, resources and work collaboratively, and facilitate wider engagement and leadership from citizens, arts and health, academic and wellbeing organisations.

The Arts & Health & Wellbeing Network will be hosted for the first two years by the University of Leeds Cultural Institute. Other founding members include a broad range of cultural and health and wellbeing organisations in the city.

In order to support its early development, the Network seeks to appoint a proactive administrator who can take on day to day organisational tasks.

What does the role entail?

As a Network Administrator, you will work with the team to support the delivery of our strategic programmes and network by:

- Developing and supporting an appropriate interactive digital network(s) of members
- Supporting the Steering Group in meetings, including the preparation of agendas and information, taking minutes and ensuring the follow-up of actions;
- Creating and supporting project Task Groups made up of Network members;



- Organising, promoting, and helping to deliver Network events;
- Maintaining & managing the membership database and requests for information;
- Updating the Arts and Health Network web presence, monitoring and responding to web posts and email/phone enquiries and undertaking proactive social media activity.
- Assisting with project management activities, such as collating information for reports, maintaining project paperwork and updating project schedules;
- Reporting and scoping funding opportunities for sustainability;
- Supporting funding applications;
- Collation of documents, materials and electronic files, and maintaining electronic and paper files;
- Management of office resources: raising purchase orders; finance systems.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Network Administrator you will have:

- Significant experience of working in a busy office environment and taking minutes;
- Excellent organisational skills, the ability to complete agreed tasks within agreed deadlines and be able to manage a highly varied portfolio of work;
- Excellent verbal and written communication skills, excellent interpersonal skills, and be able to work with people at all levels;
- Excellent communication skills, with a high standard of written English;
- Ability to achieve a high level of accuracy, with attention to detail;
- Support the management of projects with multiple stakeholders and timelines;
- Ability to work within a small team;
- Experience delivering and organising events, coordinating conferences/events/workshops, including the booking of venues, catering, speakers and travel;
- Experience of undertaking marketing and social media on various platforms like Twitter and of managing databases;



- Excellent IT skills (Word, Excel, PowerPoint) and information management systems
- Strong skills in regard to developing and maintaining digital networks

You may also have:

- An understanding of the current arts, HE, and health and care landscape and the challenges faced;
- Experience of working with University systems (in particular, Purchasing, HR, Finance Systems);
- Managing and developing databases

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Erica Ramsay, Project Manager, Cultural Institute
Email: e.ramsay@leeds.ac.uk

Additional information

Find out more about the Cultural Institute and the Faculty of Arts, Humanities and Cultures.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

