

November 2021

Thank you for your interest in the post of **Short Course Programming Administrator**.

Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Sue Slade
Human Resources Business Partner
The Edward James Foundation
West Dean
Chichester
West Sussex
PO18 0QZ

Email: HRMailbox@westdean.ac.uk

Tel: 01243 818276

Closing date for applications: 01 December 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Candidates for this role will need to be able to demonstrate a current Right to Work in the UK.

Diversity & Inclusivity Statement:

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Short Course Programming Administrator
LOCATION	West Dean College of Arts & Conservation
RESPONSIBLE TO	Short Course Manager

ROLE SYNOPSIS

To assist with the programming, co-ordination and administration of the College's highly regarded programme of arts and crafts-based short courses, balancing both traditional and contemporary approaches, with student demand, and the need to introduce new, innovative and experimental topics.

The programme is developed in accordance with the College's ethos and its mission related to art, craft, music, conservation and garden design; balancing professional integrity, economic viability and the effective use of the learning resources of the College.

The postholder will need to combine strong organisational and administrative skills with excellent interpersonal and communication skills and should bring enthusiasm to the post, alongside knowledge of contemporary arts and/or crafts at a practical level. The successful candidate will report to the Short Course Manager and will work closely with other staff and external stakeholders/short course tutors.

KEY RESPONSIBILITY AREAS

Course Planning and Administration

- Working in conjunction with the Short Course Manager and other Programmers to assist with booking short course tutors, reserve workshop space and co-ordinate obtaining and collating detailed course information to support the effective implementation and promotion of courses.
- Input course data on the College's planning administration system with a close attention to detail and to meet production deadlines. Assist with editing and proof reading of short course related copy, as necessary.
- Responsible for gathering information from other College departments and entering on the planning chart, to enable programmers to successfully plan courses around other College activities.
- Assist with providing on-site support for operational aspects of short courses, on a day to day basis, including weekends and/or occasional evenings on a rota basis.

Course Implementation Administration

- Responsible for co-ordinating booking of life and portrait models for courses.
- Update and maintain accurate course details and other course information, as necessary, while liaising with tutors and other stakeholders.
- Assist with implementation and hosting of live online short courses (e.g. Zoom)
- Assist with answering course queries, in a professional and timely manner.
- Assist with preparation and organisation of the annual summer school course programmes.

Promotion of Short Courses

- Responsible for the organising of the Foyer exhibition programme of tutor's work, in conjunction with the Short Course Manager/Programmers. Including overseeing the co-ordination of receiving tutors works, unpacking/packing and display and collection.
- Assist with suggestions for promotion or social media to colleagues in Student Recruitment/marketing.
- Help maintain College database of course-related images and ensure the website displays images appropriate to each course/tutor.

Tutor and Student Support

- Assist with providing on-site support for operational aspects of short courses, on a day-to-day basis, including at weekends and/or occasional evenings as part of the Short Course Team rota (currently one Saturday in every 3-4 and occasional late or evening work)
- Provide onsite support to Short Course Tutors – visiting courses and dealing with any issues quickly and effectively.
- Responsible for ad hoc general administration tasks, as necessary.

General

- Undertake any other duties as may be reasonably requested.

This job description is subject to regular review in consultation with the post holder.



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Educated to GCSE level in English & Mathematics.</p> <p>Qualification in arts or crafts-related discipline.</p>	<p>Degree or professional qualification in an arts or crafts related discipline.</p>
Experience	<p>Demonstrable experience in providing a high level of administrative and organisational support in Education or an Arts related environment.</p> <p>Previous experience of using and updating databases</p> <p>Experience in using WeTransfer/Dropbox in a work environment.</p>	<p>Experience of working in the planning, developing and implementing of educational courses.</p>
Skills and Knowledge	<p>Demonstrable practical knowledge of an arts or crafts related discipline, and a passion for contemporary arts/crafts.</p> <p>Excellent computer skills and able to demonstrate a sound knowledge databases, spreadsheets, including of Microsoft applications (Word, Excel, Powerpoint, Teams, Outlook) the Internet, and plus Sharepoint an advantage.</p> <p>A high level of accuracy and attention to detail, with an ability to follow through tasks to completion.</p> <p>An organised approach to work with a demonstrable track record of meeting deadlines.</p>	<p>A knowledge of arts and crafts, materials and terminology.</p> <p>Working knowledge of Zoom and other online platforms for meetings/courses.</p>
Personal Characteristics	<p>An ability to bring enthusiasm, and a creative approach to work.</p> <p>Able to work flexible hours as required. Including regular participation at weekends on a rota basis.</p>	



	<p>Ability to work to deadlines by setting priorities and managing workloads.</p> <p>The ability to work autonomously with a high degree of motivation and initiative.</p> <p>A confident communicator, with an ability to build relationships both internally and externally.</p> <p>A professional and approachable manner.</p> <p>Able to work cohesively as part of a team, with a can-do approach and attitude to work.</p> <p>Tenacity to follow repetitive tasks through to conclusion.</p>	
--	--	--



**SHORT COURSE PROGRAMMING ADMINISTRATOR
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Full-Time.
Duties:	As detailed in attached job description.
Salary:	£21,000 per annum. Payable monthly in arrears by BACS.
Hours:	1.0 FTE, 35 hours per week. Monday to Friday (with the ability to work as part of a rota basis including some weekend working).
Holidays:	33 days per annum, (1 October to 30 September) inclusive of Bank Holidays.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free on-site parking.