

November 2021

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

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: 05 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 Assistant
LOCATION	West Dean College of Arts & Conservation
RESPONSIBLE TO	Short Course Manager
CONTRACT	12-month Fixed Term Contract

ROLE SYNOPSIS

To assist with the 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. This position will report to the Short Course Programme Manager and will work closely with other staff and stakeholders (tutors).

KEY RESPONSIBILITY AREAS

Course Implementation Administration

- Assist with booking life and portrait models for courses. Liaising with Academic Administrators team to produce purchase orders and booking confirmation letters accordingly.
- Responsible for collection and filing the Health & Safety forms signed by tutors and student for each course.
- Responsible for emailing student feedback reports to tutors every week and for alerting programmers on any issues raised that need action.
- Liaise with the Short Course Manager to issue a monthly rota for the team
- Assist with liaising with short course tutors replying to queries and obtaining information as necessary.
- Assist with answering general course queries, in a professional and timely manner.
- Assist with preparations and organisation of the annual summer school course programmes.

- Assist with inputting, editing and proof reading of short course related copy, as requested.

Promotion of Short Courses

- To assist with preparations and bi-monthly display of tutors work in the College Foyer, including receiving of work, displaying, unpacking/packing up, collection of work by tutor, and create accompanying literature and processing sales for payment.
- Responsible for collecting and saving images and new tutor CV information for tutor web profiles. Liaise with student recruitment/marketing web team to ensure this information is uploaded and updated as applicable.
- Responsible for uploading and appropriate tagging of new images from tutors to Daminion database.
- Responsible for updating the images for short course on website for each programme release to ensure appropriate images are displayed. Responsible for maintaining the spreadsheet record of which image accompanies which course.

Tutor and Student Support

- Assist with providing on-site support for operational aspects of short courses, on a day-to-day basis, including weekends and/or occasional evenings as part of the Short Course Team rota (Approximately one Saturday in every 3-4 and occasional late or evening work)
- Provides onsite support to Short Course Tutors e.g. visiting courses and dealing with any issues quickly and effectively, if necessary.
- 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	Educated to GCSE in English & Mathematics.	Demonstrable practical knowledge of an arts or crafts related discipline, and a passion for contemporary arts/crafts.
Experience	<p>Previous experience of using and updating databases.</p> <p>Experience in using WeTransfer/Dropbox in a working environment.</p> <p>Demonstrable experience in providing administrative and organisational support</p> <p>Previous experience of liaising with both internal staff and external stakeholders in a confident and professional manner.</p>	Experience of working in Education or an Arts, related environment.
Skills and Knowledge	<p>Excellent computer skills and able to demonstrate a sound knowledge of using Microsoft applications (Word, Excel, PowerPoint, Teams, Outlook) plus SharePoint an advantage.</p> <p>Practical knowledge of using databases, spreadsheets and the Internet.</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/Teams and other online platforms for meetings/courses.</p>



<p>Personal Characteristics</p>	<p>Enthusiasm, creativity and willingness/ability to work varied hours on occasion. Including regularly 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>Able to work cohesively as part of a team. With a can-do attitude to work.</p> <p>A confident communicator, with an ability to build relationships both internally and externally.</p> <p>A professional and approachable manner.</p> <p>Tenacity to follow repetitive tasks through to conclusion.</p>	
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**SHORT COURSE ASSISTANT
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Full Time – Fixed Term Contract for 12 months.
Duties:	As detailed in attached job description.
Salary:	£18,000 per annum pro-rata, £9,000 per annum. Payable monthly in arrears by BACS.
Hours:	0.5 FTE, 17.5 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, 16.5 days pro-rata (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.