



**University of
Nottingham**

UK | CHINA | MALAYSIA

ROLE PROFILE

Job Title:	Learning Assistant
School/Department:	Nottingham Lakeside Arts
Job Family and Level:	Administrative, Professional and Managerial Level 2
Contract Status:	Permanent
Hours of Work:	Full time (36.25 Hours per week)
Location:	D H L Pavilion, Nottingham Lakeside Arts
Reporting to:	Learning Officer, Drama & Dance

Background Information:

Nottingham Lakeside Arts is the University of Nottingham's rich and diverse public arts programme which is closely aligned to the University's 2020 Plan. Our mission is to encourage access to excellence across the visual, performing and participatory arts, Museum and Manuscripts & Special collections; in so doing we will develop and expand audiences which will include University staff and students, general public of all ages and abilities, researchers and special interest groups.

Lakeside's facilities include the Djanogly Art Gallery, Angear Visitor Centre, Djanogly Theatre and Djanogly Recital Hall, Weston Gallery (Manuscripts and Special Collections) and Museum of Archaeology. In 2017-18 Lakeside captured more than 195,000 engagements (workshop participants, gallery visitors, participants in the University music making programme, and performance attendees). This figure does not include visitors to the two on site cafes.

In 2018-19 Lakeside is reviewing its Learning Strategy to complement the city's Cultural Framework, and to align with the Cultural Education Partnership Challenge Nottingham.

Purpose of the Role:

The role holder will be a key member of Lakeside's administrative team, working closely with Nottingham Lakeside Arts' Learning Officers for Galleries and Drama & Dance. They will provide high quality administrative, financial, organisational and secretarial support to ensure the smooth running of the learning programme across all areas of operation.

The role holder will be/become proficient in the use of Tessitura as a CRM tool to capture data and to enable clear audience targeting, supported by the marketing team.

The role holder will be an ambassador for Nottingham Lakeside Arts, promoting our richly diverse offer at every opportunity, and helping to maintain excellent relationships with all of Lakeside's stakeholders internally and externally.

The role holder will provide hands-on support at major festival events, and for the on-going learning programme which occurs during the daytime and evenings. As such they will be expected to build relationships with artists/tutors and get to know audiences/participants.

Main Responsibilities:

		% time per year
1.	<p>Administrative Delivery of efficient and effective organisational support which allows the learning programme to develop and flourish.</p> <ul style="list-style-type: none"> • Make arrangements for external and internal meetings including room bookings, hospitality, taking minutes, circulation of papers in advance to all parties where required etc. • Administration of recruitment process for freelance staff and trainees including preparation and placing of advertisements on relevant websites; acting as point of contact for information/receipt of applications etc. • Use of Vacancy Manager for recruitment (where appropriate) including Authority to Fill forms in order to set up casual assignments. • Arrangement of travel/accommodation for learning team as required. • Maintenance and analysis of statistics, ensuring up to date information is held on the shared drive and/or Tessitura. • Maintenance of effective filing system (e-format and hard copy where required). • Effective distribution/sharing of information across staff team. • General office administration including ordering of stationery/equipment for any of the Lakeside team. 	30%
2.	<p>Project Co-ordination and Promotion Effective planning and promotional support for NLA Learning activities, ensuring GDPR compliance across all areas of programming, and including:</p> <ul style="list-style-type: none"> • Administration of, and communication with, regular Lakeside groups. • Drafting of contracts for freelance staff/artists for approval by relevant Officer. • Preparation of schedules/detailed itineraries for A Grand Day Out including regular liaison with visiting schools and participating artists and/or students. • Promotion of all learning activities through a variety of online and offline messaging, working closely with marketing. • Liaison with artists over their requirements, meeting and greeting and supporting where required, including on occasion arranging rehearsal/ performance/ workshop space. 	40%
3.	<p>Financial Administration To develop a sound operational knowledge of University finance procedures in line with audit requirements, including:</p> <ul style="list-style-type: none"> • Timely administration of purchasing and payments using University of Nottingham financial systems. 	20%

	<ul style="list-style-type: none"> • Arrangement and delivery of per diems where required; and administration of petty cash where necessary. • Use of purchasing card for one-off payments and ensuring sign-off by Officers on a timely monthly basis. 	
4.	<p>Other Undertake training and professional development as required to fulfil the role as identified in performance review.</p> <p>Be aware of and comply with all relevant University of Nottingham policies.</p> <p>Any other duties as may be appropriate to the grade and role of the post holder.</p>	10%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	Minimum C Grade GCSE English & Maths.	
Skills/Training	<p>Knowledge and use of Outlook 365, Microsoft Office Suite, DTP packages.</p> <p>Ability to use or to learn to use Agresso finance package.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Dynamic and proactive approach to problem solving.</p> <p>Strong interpersonal skills, and ability to liaise effectively with people at all levels.</p> <p>Strong oral and written communication skills.</p> <p>Good numeracy skills.</p> <p>Ability to multi-task/manage multiple priorities.</p> <p>Flexible approach.</p> <p>Knowledge of CRM systems.</p> <p>Flexible approach to working unsociable hours, some evenings and weekends.</p>	Knowledge and experience of Tessitura.
Experience	<p>Demonstrable experience of multi-tasking and/or supporting more than one person administratively.</p> <p>Experience of administering arts or arts education projects.</p>	

Statutory/Legal	Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. Working knowledge of GDPR requirements	
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Because of the nature of the work for which you are applying, this post is exempted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Candidates are therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the University. Any information given will be strictly confidential and will be considered only in relation to an application for positions to which the Order applies.



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.