

Team Co-ordinator (Arts Health and Wellbeing)

Role Description

Salary grade:	B
Reference number:	TCAHW
Team:	Arts, Health and Wellbeing (Arts Engagement)
Reporting to:	Programme Manager – Arts, Health and Wellbeing
Line managing:	No line management responsibility
Location:	Flexible – can work from any Arts Council office
Travel:	Occasional

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We're ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

Our values

As a public body we're expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

About this role

The Arts Council of Wales is delivering a major programme to promote the benefits that the arts can bring to the population's wellbeing and to creating a more equal, cultural and sustainable Wales. This is an ambitious programme of activity that seeks to place the arts at the centre of the nation's health and wellbeing.

The Team Co-ordinator (Arts Health and Wellbeing) supports the effective delivery of the Team's activities by providing a high quality administrative service that assists flexible/mobile working. This includes the coordination of communication, correspondence and appointments. It also involves the planning, organisation and administration of meetings.

Principal responsibilities

Administration – provides support and assistance to the programme and Team members including:

- the management of correspondence, phone calls and emails, in line with the Welsh Language Standards
- being the first point of contact for general enquiries relating to Arts Health & Wellbeing
- the planning, organisation and minuting of meetings
- ensuring records and files are accurate and up to date and providing support in record-keeping to the team by being regular lead users in SharePoint and CWMPAS
- servicing and supporting the administration of internal, external and Project group meetings, including the minuting of meetings, including:
 - Arts and Health Programme Team Meetings
 - Cross-Party Group on Arts and Health
 - national meetings of the Health Board Team Co-ordinators and Wales Arts Health and Wellbeing Network (WAHWN)
 - meetings with individual Health Boards and other strategic partners
- co-ordinating Formstack work in relation to Arts and Health.

Governance – coordinates Grant Decision meetings through the preparation of meeting papers and minutes, updating the grants database.

Drafts offer, reject and deferral letters for Arts and Health funds, these include:

- Arts, Health and Wellbeing Lottery Fund
- Arts and Minds
- Strategic grants meetings for Arts and Health

Project management – assists in the delivery of projects and tasks by:

- collating data and information that assists the Portfolio Managers and Directors in monitoring the progress of project plans
- assist in the procurement of services by providing assistance in developing the brief, assist with managing the tender process, drafting contracts and monitoring payments and delivery through to completion ensuring best value for money when purchasing external services.

Communication and co-ordination – ensuring that relevant information is communicated effectively and promptly to colleagues.

Assist with the preparation of relevant information for publication across Arts Council platforms.

Liaises with Associates and people with lived experience involved with the Arts and Health programme work.

Relationship management – ensures a high standard of customer service in dealing with the public, taking responsibility for welcoming visitors and answering and re-directing switchboard calls.

Events – assists in the planning, co-ordination and administration of events.

Finance – using iPOS financial system to raise purchase orders, process invoices and set up new suppliers.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we're efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they'll have developed good organisational skills. So we're particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they'll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • A familiarity with the principles of governance and accountability • Knowledge of / an interest in how the arts can support people's health and wellbeing 	<ul style="list-style-type: none"> • Knowledge of the arts in Wales • Knowledge of the public, private and charitable sector in Wales
Skills	<ul style="list-style-type: none"> • Highly developed IT and administrative skills • Strong written skills and experience of minuting meetings 	
Experience	<ul style="list-style-type: none"> • Relevant experience of providing high quality administrative services • Experience researching information 	
Attributes	<ul style="list-style-type: none"> • Capable of keeping up with new policies and initiatives and suggesting improvements • Ability to communicate facts and knowledge relating to detailed request and issues • Ability to work on own initiative and work effectively under pressure • Ability to communicate clearly, with tact and diplomacy • Confident, authoritative and well organised • Ability to prioritise and plan own work • An enthusiasm for the arts, especially in Wales 	

	<ul style="list-style-type: none">• A flexible and adaptable attitude to the developing needs of the team• Commitment to high standards of customer care• The ability and willingness to occasionally travel throughout Wales and the UK	
Welsh language		<ul style="list-style-type: none">• Fluency in Welsh (both written and spoken)