



Finance and Operations Co-ordinator – Forward Arts Foundation

Role: Co-ordinate the finance and operations functions for the charity responsible for the Forward Prizes for Poetry & National Poetry Day

Hours: Full time, 10 am – 6 pm (flexible working possible)

Salary: £25,000

Location: London, UK

PURPOSE

This is an opportunity for an efficient and highly organised individual to join Forward Arts Foundation's creative and dynamic team.

The Operations Officer will support the co-executive directors to improve the charity's operational and financial effectiveness, enabling the charity's delivery of National Poetry Day and Forward Prizes for Poetry, and our future development as we emerge from the pandemic. This role will report to the co-executive directors, and you will be integral in helping widen contemporary poetry's audience, honour achievement and support talent.

This is a full-time role (35 hours/week) that requires some flexible hours as needed, based at least 2 days a week in our London office, which is currently at Somerset House.

CLOSING DATE: 3 January 2022, 11:59pm

INTERVIEW DATE: 13 January 2022

About Forward Arts Foundation

Forward Arts Foundation is the national charity that promotes knowledge and enjoyment of poetry. We strive toward a society where everyone regardless of cultural, background, gender, sexual identity or physical ability can develop creativity and agency by making, experiencing and sharing new poetry.

As a national poetry organisation, we champion excellence in new poetry and create opportunities for everyone to develop our creativity and agency. We aim to build a society where anyone's voice can open new ways of navigating into our collective future.

We do this through partnerships and collaborations with our network of poets, educators, young people, broadcasters, funders, communities and cultural

institutions. By bringing together our professional and lived experiences, we will create a vital nerve system for poetry that is relevant and representative.

Our flagship initiatives are National Poetry Day – a mass celebration on the first Thursday of October – and the annual Forward Prizes for Poetry, with associated anthology and education programmes. Forward was founded in 1991, and the Prizes mark their 30th anniversary in October 2022.

Forward Arts Foundation has a highly motivated Board of Trustees and a small staff team based in London and Edinburgh. We are a National Portfolio Organisation funded by Arts Council England.

KEY RESPONSIBILITIES

Main aims of the post:

- a. Work with the co-executive directors to ensure the charity's operational effectiveness.
- b. Support the charity's financial effectiveness, working with external financial support providers.
- c. Support the growth and strengthening of the charity's brand identity through day-to-day communications.
- d. Enable the charity's delivery of National Poetry Day and Forward Prizes for Poetry, working with the project managers.

DUTIES

Operations:

- To provide excellent service in responding to external enquiries about the charity, its purpose, its people and its projects.
- To ensure that the team's IT and equipment needs are met promptly.
- To liaise on behalf of the charity regarding our tenancy with the Royal Society of Literature and Somerset House, and acting as the designated fire warden and first aider for the office.
- To lead on tracking, logging and organising our physical assets in the office and organising Forward's archives.
- To support on governance and partnerships, including attending meetings as required, compiling and preparing papers, taking and distributing minutes.
- To maintain the organisational and planning systems for the team (Salesforce, digital calendars, Dropbox, Dashlane, Teamwork, staff handbook), and to support on delivering the projects.

- To review and improve office systems and processes to ensure maximum efficiency, better communication, and reduce costs where possible.
- To ensure the provision of correct information and documentation to our external financial managers, including maintaining book-keeping and records on Xero, supporting on budgets and reports, processing paperwork, and supporting on annual returns.

Project support

- To provide administrative and logistical support for the Forward Prizes and National Poetry Day, including mailouts, travel and accommodation, guest lists, and liaising with contractors and suppliers.
- To source, provide and maintain relevant information on the Forward Arts Foundation website e.g. biographies/images/copy.
- To assist in providing the information and campaign material required to promote Forward Arts Foundation events.
- To assist the programme managers with the scheduling and creation of social media content, including regular comms with partners and supporters on social.
- To assist with the drafting and distribution of the charity's newsletters and coordinating giveaways.

General

- Undertake any other duty that may reasonably be allocated by the co-executive directors.

SKILLS SPECIFICATION

1. Knowledge

Familiarity with IT: Wordpress, Excel, Powerpoint are essential. InDesign, Xero, Submittable and Salesforce are desirable.

Strong numeracy skills, familiarity with project budgets and invoices.

Awareness of how charities operate.

3. Experience

Substantial paid experience of carrying out a range of administrative tasks in an office, business or other professional setting.

Experience of introducing new working practices, and/or of leading improvement.

Experience of collaborating as part of a team, and experience of customer service to the public by telephone, by email and face-to-face.

4. Skills and abilities

Highly organised and able to work from own initiative in managing a complex workload and meeting numerous deadlines.
Able to identify and solve problems using a sound combination of analytical and practical skills.
Strong interpersonal skills - able to engage a wide range of people with an appropriate balance of warmth and professionalism.

5. Attitudes and values

Enthusiasm for the work of Forward Arts Foundation.
A pro-active and good-humoured attitude to meeting challenges and bringing about change.
Flexibility and willingness to learn.
A demonstrable commitment to equalities.

RELATIONSHIPS

- Co-executive directors, board of trustees, donors, ambassadors, and poets.
- FAF's managers (National Poetry Day manager, Forward prizes manager, and development manager).
- External PR contractors.
- Freelance admin and project support, as well as volunteers.
- National Poetry Day and Forward Prizes partners.

TERMS

Hours: Full-time, 35 hours a week (flexible working options)
Location: We are currently operating a hybrid working approach, but this role will spend at least 2 days a week in the Somerset House office, the Strand, London WC2R 1LA
Salary: £25,000 per annum.
Holiday entitlement: 25 days per annum (plus bank holidays)
Pension: Provided by NEST
Contract: Up to one year, fixed-term

EQUAL OPPORTUNITIES

We particularly welcome applications from black and minority ethnic candidates, as they are under-represented within the arts. We believe poetry is for everyone, regardless of age, disability, gender, gender reassignment, marital status, maternity and pregnancy, race, religion, class and sexual orientation. Forward Arts Foundation is an equal opportunities employer.



HOW TO APPLY

Please submit your CV with a concise personal statement, setting out your reasons for applying for this post and drawing attention to particularly relevant qualifications that match the profile and skills specification. Please do not include identifiable details such as your name, email or home address on your personal statement as applications will be reviewed anonymously.

Two referees' names should be included but references will only be taken up in the event of your being selected for the post.

Please say how you found out about this job.

Applications should be addressed to Mónica Parle, and emailed to jobs@forwardartsfoundation.org. You should receive an email confirming receipt of your email application within 2 working days.