

About the Calouste Gulbenkian Foundation

We are an international charitable foundation with cultural, educational, social and scientific interests, based in Lisbon with offices in London and Paris. The UK Branch aims to look ahead, thinking globally and acting locally to create the conditions for beneficial change by making connections across borders. We work through collaboration and movement building, championing innovative practice and communicating it to policy-makers. We prioritise the vulnerable and underserved in the UK and elsewhere delivering on the overall mission of the Foundation.

Inquiry into the Civic Role of Arts Organisations Coordinator

The Calouste Gulbenkian Foundation (UK Branch)'s Inquiry into the Civic Role of Arts Organisations is at an exciting stage. We have finished Phase One and are moving into Phase Two of our work. We are looking for the right person to drive this forward, working with colleagues in CGF's programmes and communications teams. A part time (4 days a week) fixed term (one year) position is being offered. We expect the candidate to be in post for the start of 2019.

The role of the Inquiry co-ordinator is to be the driving force behind the Inquiry in a variety of ways. This will include:

- Representing the Inquiry at meetings, events and by phone/email
- Overseeing the Inquiry website, Twitter handle and newsletter
- Developing and maintaining relationships with partners and funders
- Organising Inquiry events such as roundtables and international exchanges
- Managing the Inquiry's budget.

Person specification

We're looking for someone with minimum three years' relevant experience spent working at an arts organisation, community organisation or charity.

The appointee will have:

- Outstanding and innovative communication skills, with the ability to represent the Inquiry confidently at meetings and events.
- Excellent writing and presentation skills.

- The ability to develop and manage high-level relationships with funders and other partners.
- Strong project management skills.
- Highly organised, with excellent time management skills.
- and must be able to demonstrate the ability to maintain a detailed overview of all aspects of the Inquiry and its projects.
- Financial management/budgeting skills.
- The ability to work unsupervised within a small busy team and to prioritise competing demands.
- Previous experience delegating well to junior staff.
- Strong research skills, demonstrated by a bachelor's degree or higher.
- Good IT skills including use of Microsoft packages, (WordPress and social media desirable).
- Experience working on or running events/conferences/exchanges.
- Relevant networks to connect this work with.

Terms

A contract is being offered for 12 months with the possibility of extension. There will be UK and European travel and some out of hours working.

Salary

The post is for 4 days a week, paying £28,000 (full time equivalent of £35,000).

Holidays

Leave entitlement is at the rate of 28 days per annum pro rata plus the statutory and Bank Holidays.

Location

This post will be located at the UK Branch's offices in Hoxton Square, London N1. We are open to flexible working patterns.

Closing Date: Friday 14 September 2018

Interview/Start Dates

First interviews will be in late September.

Second interviews will be in early October.

The post is to start as soon as possible.

Application Details

Please apply by submitting a CV and one page covering letter (detailing your relevant experience and motivations) to jobs@gulbenkian.org.uk.

NB We will not consider incomplete applications, i.e. those without an adequate covering letter or applications received after the deadline. Unfortunately, we are unable to provide feedback on applications that are not long listed because we are a small team.

We are an equal opportunities employer and will apply objective criteria to assess potential suitability for jobs.

We particularly welcome applications from people with disabilities and from black and minority ethnic backgrounds.

gulbenkian.pt/uk-branch

civicroleartsinquiry.gulbenkian.org.uk