



Job Description and Person Specification

Learning Administrator

Hours:	35 hours (full-time), Mon to Fri 9am-5pm
Location:	On-site Bow Arts office
Salary range:	£24,651
Benefits:	25 days holiday entitlement, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, staff socials
Duration:	Permanent
Reports to:	Head of Learning

Context of role

We create inspirational, supportive environments where artists and communities interact, learn and flourish. Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 900 artists, designers and makers are affiliated with Bow Arts through our workspace, affordable housing for creatives, and innovative schools and young people's learning programme.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the



communities we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address the possibility of unconscious bias.

We are seeking a Learning Administrator to join the Bow Arts team. The role holds a key position in the Learning team overseeing administrative, finance and marketing support to the Department to improve services for schools, learning settings and artists.

Our Learning programme creates high quality artist-led projects for children and young people built around individual school priorities. We also provide an artist-led offer of training and INSET to teachers and school support staff. Last year we worked with over 70 schools across 14 London boroughs and delivered nearly 2,000 artist-led educational workshops.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.

Job Description

Main Tasks:

Administration

- Answering general emails and telephone enquiries relevant to the Learning Department
- Administering and analysing the learning team's evaluation and create evaluation reports
- Preparing project materials and resources as required by the team and external providers
- Input and monitor department data and provide data and statistics for reports
- Maintaining appropriate contact lists and databases
- Diary management for department
- Maintaining the image database and media library
- Contribute to the activities of other departments if necessary and as directed by the Head of Learning
- Supporting the Artist Educator Trainee programme including recruitment, scheduling and communication



Finance

- Raising sales invoices
- Processing and approving invoices
- Efficient and cost-effective financial administration
- Provide information to the Finance team to chase late invoice payments and meet monthly arrears targets
- Monitor and track project finances alongside project managers
- Ensure department finance documents are up to date
- Provide data for monthly and quarterly financial reports

Marketing

- Compilation and delivery of the Learning Department marketing strategy
- Production of regular promotional and marketing materials
- Maintenance of the Learning pages of www.bowarts.org and the co-ordination of departmental communications and PR
- Managing the marketing budget for the Learning Department
- Using Bow Arts social media to promote the work of the Learning Department
- Undertake sales activity to secure bookings for educational projects and other education services
- Represent Bow Arts at relevant events

Client relations

- Providing the first point of contact for enquiries to the Learning Department
- Providing administrative assistance for projects and training as agreed with line manager and clients
- Disseminating regular communications to our Learning Artists
- Maintaining client records
- Assisting team with project and event management, including project visits and artwork installations
- Processing and maintain systems for artist Disclosure and Barring Service (DBS) checks
- Overseeing the Learning Department work experience opportunities

Other Duties



- Attending staff and other Bow Arts meetings. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL as agreed with your line manager in advance
- Undertaking any other duties commensurate with the post as directed by your line manager

Person Specification

Organised, with the ability to prioritise, meet deadlines and multi-task efficiently
Relevant experience or the ability to learn the skills necessary to provide administrative support for the Learning team
Relevant experience or the ability to learn the skills necessary to operate financial monitoring and reporting systems for the department
Relevant experience or the ability to learn how to manage a budget
IT literate with working knowledge of PCs, MS Outlook, MS Office (particularly Excel)
Experience of marketing and ability to design basic marketing materials, using design software
Excellent written communication, ability to write copy and proofreading skills
Experience of working with a range of people and organisations and building and maintaining good relationships
Excellent verbal communication and interpersonal skills
Experience of evaluation and ability to accurately input and analyse data



Understanding of inclusive arts learning for children and young people

To apply for this role, please complete the [application form](#) and [equal opportunities monitoring form](#). CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email recruitment@bowarts.com

Application Closing Date: Friday 28th February 2025

Interview Date: WC 3rd March 2025

Please note, Bow Arts' studio holders are not eligible for this role due to conflict of interest.