

Invitation to tender

Administrative Services



The [National Campaign for the Arts](#) (NCA) is the UK's independent campaigning organisation for the arts. It provides a voice for the sector and ensures that artists, arts organisations, the media and politicians have access to relevant, robust data and intelligence to make the case for the arts effectively. Current activities include the Hearts for the Arts Awards, Arts Index, and political lobbying.

The NCA is run by an active board of volunteer trustees, chaired by Samuel West. Following a grant from Arts Council England, executive support services were provided for over 18 months by an external consultancy to develop the charity's profile, activities and individual giving scheme. The board is now looking for freelance support to undertake the administration of the charity and these activities.

The contract is initially for six months with the potential to extend, to start as soon as possible, with an indicative fee of around £150/per day available. It is envisaged that the work should take approx. one day per week, with an additional two days per board meeting. Most work to be done remotely, with attendance in person at board meetings in London required every two months.

The deadline for applications is 12 noon on **Wednesday 3 January 2018**. Interviews will take place in mid-January in London. Please email a response to the invitation to tender (to include relevant CVs and a breakdown of costs) to hello@forthearts.org.uk.

Objective of work:

Reporting to a named member of the Board, to provide administrative and communications support to the charity.

Scope of work:

- Website and communications management and administration
 - Update the website as necessary
 - Support a named member of the Board to deliver a social media plan to communicate campaign activity such as the Arts Index, supporting the charity by joining the Supporters Scheme or buying through the NCA's online shop, relevant arts news, etc.
 - Create regular newsletters for the generic mailing list and exclusive content for the Supporters' monthly newsletter
 - Draft and circulate press releases regarding NCA activity as appropriate
 - Liaise with partners and board members on their input to communications e.g. social media
 - Maintain the charity's mailing lists and database of contacts, including implementation of GDPR requirements

- Supporters Scheme administration
 - Record all new sign ups
 - Maintain Gift Aid records and annual returns
 - Ensure Supporters' benefits are met

- Board meeting administration
 - Schedule and secure venues for board meetings every two months, including management of video-conferencing to enable remote joining
 - Draft and circulate update papers in advance of each meeting
 - Create and circulate minutes after each meeting

- Political activity support
 - Circulate press releases and statements prepared by the board
 - Manage reactive media handling

The company/individual selected must demonstrate:

- Experience in arts administration and communications
- Ability to work remotely and unsupervised to a consistently high standard in multiple initiatives simultaneously and to meet deadlines
- Ability to demonstrate an approach to work that is characterised by commitment, motivation and energy
- Excellent written communication skills and the ability to interact with a diverse range of cultural professionals and the public
- Demonstrated willingness to be 'hands on' and proactive

The company/individual selected should ideally demonstrate:

- An understanding of the UK arts sector, particularly subsidised arts and the current funding situation
- Experience in using Wordpress, Campaign Monitor, Basecamp, and Microsoft Office 365 including SharePoint