# Team Co-ordinator (Arts Funding)

## Role Description

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| Salary grade: |  | B |
| Reference number: |  | TCAF |
| Team: |  | Arts (Arts Funding Services) |
| Reporting to: |  | Senior Business Support Officer |
| Line managing: |  | No line management responsibility |
| Location: |  | Cardiff |
| 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 Team is at the heart of the delivery of the Arts Council’s priorities. Team Co-ordinators will have a mixed portfolio of individual responsibilities and corporate projects. The Team Co-ordinators play a key role in helping to support and coordinate this activity.

Team Co-ordinators ensure 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 Team meetings.

Unless located in the Cardiff office, Team Co-ordinators might also have responsibilities for ensuring that Arts Council offices are appropriately managed and maintained.

### Principal responsibilities

Administration – provides support and assistance to Team members including:

* 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.

Grants management – ensures the effective operation of our grants processing systems including:

* the review/checking of funding applications
* administration of the assessment process
* administration of decision meetings, monitoring of outcomes and record keeping
* responsible for reviewing eligibility of organisations’ governing documents, and recording it in the grants management system
* responsible for accurately recording and verifying award acceptance and bank detail information.

Financial administration – processing the weekly grants payment run and liaising with the finance team to ensure timely grant payments.

Processing reclaims and revocations of grants.

Project monitoring – ensures that funding is utilised for the purposes allocated by:

* ensuring that grant recipients are in compliance with the purposes for which the funds were given
* creating appropriate Monitoring Reports
* collating financial information and intelligence
* reporting on the outcomes of our funding decisions
* attending grant meetings and providing financial advice and guidance on applications.

Arts Portfolio Wales – ensuring the Arts Portfolio Wales funding and information is appropriately recorded, including:

* extracting and collating financial information from APW returns
* setting up annual APW grants in the grant management system, including payments and requirements
* monitoring payments, requirements and supporting documentation to ensure information is accurately recorded.

Relationship management – ensures a high standard of customer service in dealing with the public and internal staff, including:

* providing advice and guidance on technical queries surrounding the application system, financial queries and system processes.

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:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Working knowledge of analysing and reporting on data * Comprehensive understanding of monitoring and evaluation procedures | * Knowledge of grant management systems * Good working knowledge of grant schemes * Knowledge of equal opportunities, child protection and other statutory policy requirements |
| **Skills** | * Proficient IT and administrative skills |  |
| **Experience** | * Relevant administrative and financial experience * Proven experience in a similar role |  |
| **Attributes** | * Ability to work on own initiative and prioritise, working effectively under pressure * Capable of keeping up with new policies and initiatives and suggesting improvements * Capable of communicating clearly, with tact and diplomacy * Ability to communicate facts and knowledge relating to detailed request and issues * An interest in the arts in Wales * 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** |  | * Fluency in Welsh (both written and spoken) |