

# **SITE GALLERY**

## **Application Pack: Support Worker**

### **Introduction**

Site Gallery is seeking to appoint a Freelance Support Worker to provide administrative assistance to our Head of Programme. The support worker will bring strong written and verbal communication skills, be a natural organiser and planner and be familiar with Microsoft and Google software.

Site Gallery's Head of Programme is newly in post and has secured funding from DWP Access to Work to help her manage her Dyspraxia. The Support Worker will attend meetings and planning sessions with her, making written records and reviewing actions and assisting in planning workload and diary management.

The role would suit someone with an interest in contemporary visual art and who is available flexibly through Mondays - Thursdays. The role will be hybrid with some home working available.

The contract is offered on a Freelance contract with Site Gallery and is paid by the Department for Work and Pensions.

## About Site Gallery

Site Gallery is Sheffield's leading international contemporary art space, supporting artists specialising in moving image, new media and performance. Pioneering emerging and diverse art practices and ideas, we work with local, regional and international collaborators to nurture artistic talent and support the development of contemporary art. We connect people to artists and to art, inspiring new thinking and debate through our exhibitions, projects, public programmes and participatory activity. We pride ourselves on our openness, collaborative spirit and passion for advancing the role of art in society.

## Key Goals 2023-2028

1. Create an ambitious, diverse, research-led programme which connects audiences to exceptional artists, critical debates and conversations.
2. Build long-term relationships with communities in Sheffield to co-produce meaningful programmes that empower participants and affect positive local change.
3. Nurture talent, creating pathways for progression and professional development for artists, participants, volunteers, freelancers and staff.
4. Maintain stable business practices whilst embracing change, working to create an inclusive, accessible, equitable and environmentally responsible organisation.
5. Foster city-wide strategic partnerships across arts, community and policy to advocate for change; making Sheffield a more inclusive, sustainable and creative city to live, work and visit.

You can find out more about Site Gallery and our work at: [sitegallery.org](https://www.sitegallery.org)

## Company Information

Site Gallery is a registered charity and company limited by guarantee. Its annual turnover is circa £700,000. A National Portfolio Organisation of Arts Council England (receiving £314k pa) and supported by Sheffield City Council, the organisation relies on fundraising and commercial income generation to deliver its creative and business plans.

We have a core staff of twelve, 50% fulltime. We are committed to creating a diverse workforce, offering flexibility within employment contracts, providing alternative entry routes to careers in the arts for volunteers, interns, apprentices and placements, and ensuring all staff have personal development plans to enable them to build their career at Site Gallery and beyond.

The Board of Trustees consists of up to 12 members who oversee the Charity and support the organisation in many ways. Trustees each bring unique skills to the organisation and contribute to the success of Site Gallery.

## **About this Contract**

Organisation: Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS

Position: Support Worker

Fee: £30 per hour

Responsible to: Head of Programme

Hours of work: 8 hours per week, flexible, Monday - Thursday (see below)

Location: Site Gallery, homeworking, offsite in Sheffield, occasionally out of Sheffield

## **Key Responsibilities**

To provide access support to Site Gallery's Head of Programme who is dyspraxic. The support will mainly consist of providing assistance with weekly planning and organising, as well as attending meetings with the Head of Programme to take notes and provide a follow up debrief afterwards. This includes:

- Supporting the Head of Programme with planning and organising for the week ahead.
- Attending internal and external meetings, taking concise notes and making action points.
- Provide a follow up debrief afterwards (either after meetings or at the end of the week) to ensure that the Head of Programme has all of the necessary information and action points from the event.
- Support with the administration of systems and planning documents (primarily using Google Sheets and MindView software).

Meetings may happen either in person, online or occasionally offsite and comprise:

- Site Gallery programme meetings about artistic ideas, research and planning
- Site Gallery all staff team meetings about forthcoming activity and team updates/priorities
- Staff training events
- Staff 1-2-1's and annual appraisals
- 1-2-1 meetings with partners, collaborators and artists

## **Hours of work:**

Where possible, the 8 hours will be structured in shifts of 2-3 hours across the week. However, hours may be variable each week and the Freelancer should be available flexibly, although Site Gallery will endeavour to give 1 weeks' notice for online and onsite meetings,

and 2 weeks' notice for offsite meetings where possible.

### **The Freelancer:**

- Shall be expected to maintain Site Gallery's confidentiality at all times given their access to confidential internal organisational discussions and information
- Act in accordance with Site Gallery's data protection, health and safety and equality policies
- Abide by Site Gallery's Code of Conduct

### **Payment:**

- The fee will be paid by DWP on submission of monthly hours
- Out of pocket expenses will only be paid by Site Gallery for essential travel outside of Sheffield or in exceptional circumstances to be agreed in advance with Head of Programme.

### **Skills, knowledge and behaviour**

You will have strong administrative and communications skills with 3-5 years of professional experience of providing administrative support to a senior level post.

You will have experience in notetaking and minuting meetings, planning and mapping workloads and setting priorities. You will be able to summarise and present complex information, providing the right information at the right time, with a polite and positive approach. You will have a positive attitude to problem solving, asking questions, analysing information and producing workable solutions.

You are a good listener, empathic and caring. You will be able to organise processes with and for our Head of Programme, taking into account their short and long term needs.

You are committed to providing a consistently high quality standard of work. You value good working relationships. You will develop a clear understanding of the role of Head of Programme and the goals of the team, contributing to our culture of openness, transparency and respect.

You may not have worked in a visual arts environment before, but you are passionate about the arts, and you have a good appreciation of the value and the role contemporary art plays in society.

### **How to apply:**

We want to make the application process as accessible as possible. You can choose to submit your information in any of the three options below. If you want to apply in a different way, please get in touch via [jobs@sitegallery.org](mailto:jobs@sitegallery.org) and we'll arrange to talk to you about your application.

**Option 1:**

Please submit a C.V. of no more than 2 sides of A4, with a covering letter of no more than 1 side of A4, outlining your interest in the job and what you will bring to the role.

**Option 2:**

Please submit a C.V. of no more than 2 sides of A4, and an audio recording or short film outlining your interest in the job and what you will bring to the role.

The recording should be no more than 3 minutes

**Option 3:**

You can submit your entire application through an audio or film recording. Please talk about your CV for no more than 3 minutes and discuss your interest in the job and what you will bring to the role in no more than 3 minutes.

Applications should be submitted via email to [jobs@sitegallery.org](mailto:jobs@sitegallery.org). You will receive an email confirming receipt of your application within a few days of submission.

**Deadline for applications: Monday 12 August at 9am**

Interviews will take place at Site Gallery on 20 - 21 August. The interview panel will include Laura Clarke, Head of Programme and Rebecca Bell, Front of House and Operations Manager.

We ask all applicants to complete an Equal Opportunities form to help us monitor the reach of our job adverts. [Follow this link to complete the form.](#)

We are an equal opportunities employer and encourage applications from a diversity of backgrounds.