

# Future Arts Centres

## Administrator Application Pack

### About Us

Future Arts Centres is a national network of more than 180 arts centres, working together to champion the unique role these creative spaces play at the heart of their communities.

We connect and support leaders across the UK to share practice, spark innovation, and influence policy, ensuring arts centres remain vital, inclusive, and resilient. Rooted in local life but united in vision, we believe arts centres are essential civic spaces where creativity and communities meet, shaping a future where culture is for everyone.

Our objectives are to:

- Champion arts centres as essential civic and cultural spaces, rooted in their communities and responsive to local need.
- Support leaders and organisations through collaboration, peer learning, and the sharing of best practice.
- Foster innovation and creativity by encouraging new ideas, models, and partnerships across the sector.
- Influence policy and decision-making to secure recognition, investment, and long-term sustainability for arts centres.
- Promote inclusion and accessibility, ensuring that arts centres welcome and represent the diversity of the communities they serve.
- Strengthen resilience and sustainability so that arts centres can thrive in a changing social, cultural, and economic landscape.

Since 2023, Future Arts Centres has been an independent, constituted, not-for-profit company, funded by Arts Council England as part of its National Portfolio.

The organisation is co-led, part-time, by Gavin Barlow and Annabel Turpin, with a small board of directors. The role of Administrator is the only full-time member of staff.

You can read more about Future Arts Centres here <https://futureartscentres.org.uk/>

# Job Description

<b>Job Title:</b>	Administrator
<b>Contract type:</b>	Two year fixed term contract, with potential to extend (funding dependent)
<b>Salary:</b>	c£35,000 per annum
<b>Hours:</b>	35-40 hours per week
<b>Holiday entitlement:</b>	33 days per annum including public/bank holidays
<b>Base:</b>	Remote working, with a requirement to be within one hour's travel distance of either Chester or London
<b>Reporting to:</b>	Co-Directors
<b>Responsible for:</b>	Freelance staff

## Job Purpose

The Administrator supports the effective day-to-day running of Future Arts Centres.

They will provide high-quality administrative, financial and communications support to the Co-Directors, Board and members, ensuring systems and processes operate smoothly and efficiently.

The postholder will play a key role in coordinating programmes and member activity, maintaining records, supporting reporting requirements and helping deliver events and communications.

## Duties & responsibilities

### Administration

#### Administration & Governance

- Provide proactive administrative and executive support to the Co-Directors
- Coordinate Board meetings, including preparing and circulating papers, taking accurate minutes and tracking actions
- Maintain effective organisational systems, ensuring accurate document management and record-keeping
- Ensure compliance with Companies House and other statutory requirements
- Oversee organisational administration including insurance, payroll and pension records, liaising with external providers as required
- Support the preparation and submission of reports to Arts Council England and other funders
- Coordinate freelance contracts and maintain accurate records
- Manage inbox and act as a first point of contact for enquiries

## **Finance & Operations**

- Maintain accurate financial records and support budget monitoring
- Liaise with the freelance book-keeper to ensure timely processing of invoices, payments and reconciliations
- Track income and expenditure and prepare financial information for Board reporting and annual accounts
- Support payroll administration and compliance with HMRC requirements
- Ensure financial documentation is organised and audit-ready

## **Marketing and Communications**

- Develop and distribute regular member news and updates
- Manage and update the FAC website, sourcing and generating content
- Oversee the online members' forum, encouraging engagement and maintaining relevance
- Support profile-raising activity through coordination of communications and PR support

## **Programme & Member Support**

- Process new member applications and maintain the membership database (Pipedrive)
- Coordinate surveys and benchmarking activity, collating and summarising responses
- Provide administrative coordination for working groups and member networks
- Lead logistics for member meetings and online events (approximately three per year)
- Support evaluation processes, including gathering and organising feedback
- Maintain accurate stakeholder and contact databases

## **Other**

- Undertake any relevant training as required
- Any other duties as required as part of this role

# Person Specification

## Values & Motivation

- A strong understanding of, and commitment to, the purpose and ethos of Future Arts Centres
- A demonstrable commitment to equality, diversity, inclusion and environmental responsibility

## Experience

- Substantial administrative experience, ideally within the arts, cultural, charity or membership sector
- Experience of supporting senior leaders and/or boards, including preparing papers, taking accurate minutes and tracking actions
- Experience of maintaining financial records and supporting budget monitoring
- Experience of working independently in a fully remote environment
- Experience of coordinating meetings and/or events

## Skills & Knowledge

- Excellent organisational skills, with the ability to manage multiple priorities, meet deadlines and maintain attention to detail
- Strong written communication skills, including drafting clear correspondence, newsletters and reports
- Confident verbal communication skills, with the ability to engage professionally with senior leaders, board members and external stakeholders
- Confident use of Microsoft Office (Outlook, Word, Excel) and online collaboration tools
- Experience of using CRM and survey tools (e.g. Pipedrive, SurveyMonkey) or similar systems for maintaining databases and analysing data
- Experience of updating websites and working with social media platforms
- Sound understanding of basic financial processes, including invoicing, payment processing and record-keeping

## Personal Attributes

- Highly self-motivated and comfortable working autonomously
- Calm, solutions-focused and adaptable in a small, fast-moving organisation
- Willing and able to travel to regular meetings in London and Chester and to attend other events, such as members meetings, as required

It would be beneficial to have:

- An understanding of the UK arts and cultural sector
- Experience of working in or supporting a membership organisation or network
- Familiarity with Arts Council England processes and reporting requirements
- An understanding of the governance and compliance requirements of a small not-for-profit company
- Experience of supporting freelance staff or external suppliers

## Working Pattern

This is a fulltime role, working remotely, and will not suit someone who only thrives in a busy, office environment. Working hours can be flexible to suit both the candidate and needs of the organisation.

The two Co-Directors and Administrator meet once a month for a full working day, and once a week for an online meeting. Outside of this, most of our interactions are via email and ad hoc online meetings.

The Administrator will support a freelance book-keeper, and a freelance social media support on an ongoing basis, with additional freelance staff brought on board for specific projects.

## How to apply

If you would like to apply for the job, please send us your CV together with a letter of no more than two pages outlining why you are interested in the role and how your skills and experience would help you undertake the duties outlined in the job description.

Please ensure your CV includes two referees, one of which should be your current or most recent employer.

Please also include a completed [Equal Opportunities Form](#).

## Access Requirements

If you have any access requirements in terms of submitting an application or attending an interview, please let us know. We aim to meet everyone's access requirements.

Applications can be submitted in alternative formats – video or audio files should be no longer than five minutes.

**All applications should be sent to [sophie@futureartscentres.org.uk](mailto:sophie@futureartscentres.org.uk) by 10am on Mon 30 Mar 2026.**

## Timescale

The deadline for applications is 10am on Mon 30 Mar 2026.

We will acknowledge safe receipt of your application by email.

We will be in touch with people selected for interview by Thur 2 Apr 2026.

If we haven't been in touch by this date, it is likely that you have not been selected for interview. Please note that we don't contact unsuccessful applicants until the recruitment process is complete and have appointed a candidate.

Interviews will be held online on Fri 10 Apr 2026 – please let us know when you send your application if you would not be able to attend an interview on this date.

Unsuccessful applicants will be notified by Fri 17 Apr 2026.

## **Selection Process**

### **Shortlisting**

Once the application deadline has passed, all applications will be read by the Co-Directors. Applications will be considered alongside the person specification, with those that demonstrate the best fit in terms of skills, experience and motivations for applying selected for interview.

### **Interviews**

Interviews will be held by Zoom, unless other arrangements are required to meet access requirements. You will be given details in advance, which may include a written task followed by an interview with the Co-Directors lasting 40-45mins.

All candidates will be asked the same set of questions, which will be shared in advance. You will be given the opportunity to ask questions during the interview, although please don't feel that you have to. The purpose of the interview is for us to get to know you, and vice versa so we always see it as a two way process – it is an opportunity for you to decide whether this is the right role for you as well as for us to see whether you would be a good fit for the job.

### **Informing you of our decision**

We will let candidates know the outcome of the process by email as soon after the interview as possible but by Fri 17 Apr 2026 at the latest.