

General Information

Job Title: Office Manager

Thank you for your interest in the post of Office Manager at the Contemporary Art Society.

Please read the Job Description and Person Specification carefully. The applicants who best meet the person specification and experience relating to the job description will be shortlisted for interview, so please ensure you tell us everything relevant to your application and that you complete all sections of the application form.

Application instructions

A completed application form should be returned either by email to recruitment@contemporaryartsociety.org or by post to Recruitment, Contemporary Art Society, 59 Central Street, London, EC1V 3AF.

Closing date for applications is 5pm, Friday 15 September 2023
Interviews will take place week commencing 25 September 2023

CVs are not accepted. Applicants must have the right to work in the UK.

Applications received after the closing date will not be accepted.

Terms of Appointment

This is a permanent position. We are currently operating a hybrid system, working set days in our London office near Old Street with some working from home. Due to the nature of the role the Office Manager is required to be in the office a minimum of three days each week. There will be a probationary period of six weeks.

Salary

The salary for this post is £24,000 pro rata per annum, which equates to £17,143 for a 25 hour week. Salary is paid into your account on the last working day of the month. The postholder will be automatically enrolled into the NEST pension scheme, with 3% employer contributions.

Working Hours

This position is part time, 25 hours per week. Occasional evening work may be required. We operate a time off in lieu policy.

Annual Leave

There is an annual leave entitlement of 25 days per annum, in addition to statutory holidays.

Probation

The postholder will be subject to a six week probationary period.

References

All offers of employment will be subject to the receipt of two professional references satisfactory to the Contemporary Art Society.

Equal Opportunities

The Contemporary Art Society is committed to a policy of equal opportunities and we ensure that all applicants are treated fairly and equally.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate ((Data Protection Act 1998, General Data Protection Regulations 2016).