

## General Information

### Job Title: Administrator

Thank you for your interest in the post of Administrator 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](mailto:recruitment@contemporaryartsociety.org) or by post to Recruitment, Contemporary Art Society, 59 Central Street, London, EC1V 3AF.

Closing date for applications is **10am, Monday 4 March 2024**

Interviews will take place **week commencing 11 March 2024**

CVs are not accepted. Applications received after the closing date will not be accepted.

Applicants must have the right to work in the UK.

### Terms of Appointment

This is a full time permanent position.

We are currently operating a hybrid system, working set days in our London office near Old Street with some working from home.

### Salary

The salary for this post is £24,000 per annum. 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 five days/ week. Usual working hours are 9.30-5.30. 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 pro rata, in addition to statutory holidays.

**Probation**

The postholder will be subject to a one month probationary period.

**Notice Period**

The notice period for this role is six weeks.

**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 being an inclusive employer and building an inclusive workplace. We welcome all applications, however you identify and whatever background you bring with you.

**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).