



Kickstart – HR, Operations and Resourcing Assistant

To apply for this job, you must be claiming Universal Credit and aged 16 to 24 years old.

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives? We're looking for an HR, Operations and Resourcing Assistant to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

We're working in partnership with Charityworks, the UK-non-profit sector's Kickstart gateway as part of a collaborative effort to power up our sector with exceptional talent and make a real impact on youth unemployment. The role includes a supported six month development programme delivered by Charityworks. The programme will equip you with the connections, experiences, tools and insight needed to succeed at work, help you to build a peer community of fellows and give you the skills to transition well beyond the placement, and develop long term careers in the non-profit sector.

About Art UK

Art UK is a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline. Our recently launched schools learning portal makes all our learning resources easily searchable through one interface and links all UK schools to the national art collection.

Over 80% of the nation's art is not on public view, and until Art UK started its work much of this art had not been photographed. Our work is helping to radically change this, making what is publicly owned, publicly accessible – to anyone, anywhere. Originally focused on oil paintings, our scope has widened to include prints, drawings, watercolours, sculpture and photography.

We play a major role supporting public art collections by improving their accessibility and sustainability. Our platform currently shows 270,000 artworks by 50,000 artists, with new content being added each day. It is an ambitious collaboration between 3,300 institutions, making it one of the largest arts partnerships put together in the UK. Our innovative Art Detective initiative helps public collections solve mysteries behind their artworks and our Shop generates much needed commercial income for them. No other country in the world has a resource like Art UK.

About You

Working within the HR, Operations and Resourcing team you will support the day-to-day activities of the team, engaging with current projects and utilising your organisational skills.

You will have previous experience of providing administrative support and working closely with colleagues to ensure the smooth running of a team. You will be an important point of contact for team members, and so must have strong communication skills, both verbal and written, with the ability and confidence to liaise with members of the public and external stakeholders.

You will have an extremely high level of attention to detail, a strong interest in public art collections, and a willingness to develop your skills.

Key Responsibilities

- Assist with HR tasks; processing leave requests, redacting job applications, collating EDI monitoring data, record-keeping
- Support implementation of talent strategy; researching training opportunities, booking appropriate courses and group CPD sessions, collating feedback and notes from attendees
- Monitor the info inbox, answering public enquiries and responding to requests for information about Art UK and current projects
- Support delivery of the Summer Work Experience programme and engagement with the Work Experience Alumni Network
- Assist with recruitment and management of volunteers; processing applications, collecting references
- Provide administrative support to the Head of HR, Operations and Resourcing

Necessary Skills

- Essential: Excellent written and verbal communication skills and the confidence to engage and work effectively with a wide range of people
- Essential: Excellent IT skills (including Microsoft Office) and willingness to develop IT skills
- Essential: Ability to work both independently and as part of a team
- Essential: High level of attention to detail
- Essential: Self-motivated and reliable
- Essential: Exceptional time management and organisational skills
- Desirable: Active interest in the visual arts and awareness of UK art collections

Contract terms and benefits

- 25 hours per week, fixed-term post, for 6 months
- National Minimum Wage
- Three-month probationary period
- One-month termination clause
- 25 days annual leave plus regional Bank Holidays (pro rata)
- Work from home, anywhere in the UK

As part of your role, you will undertake a wrap around six month programme of employability and developmental training, delivered by [Charityworks](#). It will comprise a range of onboarding support, skills sessions aimed at developing employability, national conferences, group workshops, peer coaching and practical toolkits all delivered through the Charityworks Digital Learning Platform.

Application

To apply for this job, you must be claiming Universal Credit and aged 16 to 24 years old. Please speak to your Work Coach and ask about this role which is listed on the [Department for Work & Pensions Find a Job website](#). Without an accompanying referral from your Work Coach we are unable to process your application.

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org. Suitable candidates will be invited to interview, and applications will close once the position has been filled.

If you are experiencing issues downloading the application form or require support in completing this, please contact info@artuk.org. As part of our EDI monitoring process we also ask for your cooperation in completing a short EDI survey which can be accessed via the link on the application form.

Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit [our website](#).