



Post: Development Administrator, Programmes and Public Sector
Reference: TG2368
Band: 5L
Department: Audiences and Development, Major Gifts
Contract: Permanent
Hours: Full-time
Reporting to: Senior Development Manager, Programmes
Location: Millbank, London

Background

Tate's vision is to act as a champion for art in society. We do this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Tate Development Office was founded in 1990 and is one of the most established and successful fundraising teams in the UK. It continues to expand to meet the growing needs of our four galleries and their respective programmes. The Development Office is responsible for all public and private fundraising at Tate, implementing strategies to raise support for all projects, including growing the collection, funding capital projects and supporting the core programme.

The Major Gifts team is responsible for securing major gifts and grants from individuals, trusts, foundations and public funding sources in support of Tate's activity. The Programmes and Public Sector team sits within a wider Major Gifts teams and is responsible for raising funds towards exhibitions, conservation, learning, archive and special projects.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide effective and efficient administrative support to the Programmes and Public Sector team.

Main Activities/Responsibilities

Team support and administrative duties

- Manage electronic and paper filing and office administration for the Programmes and Public Sector team in line with established Tate systems.
- Manage and track incoming donations ensuring all relevant information is captured, shared and stored.
- Set up and maintain office systems to ensure they operate effectively and are kept up to date.

- Liaise directly with the Development Operations Team to ensure all stewardship procedures, e.g. Tate Guide Mailings and Seasonal correspondence operate effectively, and data is captured.
- Liaise directly with the Events Team to ensure procedures for all events nominations and assist with preparation of mailing lists and event guest lists.
- Manage catalogue orders for the team, including logging and reconciling the invoices with Accounts. Make arrangements for meetings, both internal and external, to include scheduling, booking meeting rooms, circulating agendas, preparing paperwork, and managing conference phones, taking minutes from the meetings and circulating minutes and actions in a timely manner.
- Log donor information on the Development Office database (Raiser's Edge) and other Tate wide databases, including accurately updating contact information, logging pledges, prospect and donor tracking, noting meetings and correspondence.
- Liaise with the Operations team to ensure Director-level correspondence is reviewed and sent in a timely manner.
- Assist with arranging couriers and mailings when needed for proposals, applications, reports and letters, and other materials.
- Manage archiving of files in line with Tate procedure.
- Act as the first point of contact for telephone and email enquiries to the team, responding to routine enquiries and passing on specialist queries to the relevant person.
- Make travel arrangements for the Programmes and Public Sector team as needed.
- Oversee the team budget including logging and processing team members' expenditure and supplier invoices in a timely manner, reconciling these against the budget and producing quarterly reports
- Ensuring accruals and prepayments of team expenditure are recorded and processed in line with Tate Finance guidelines at the close of each financial year
- Support the team with preparation and delivery of projects as and when required.
- Coordinate monthly progress report and compile team's fortnightly update.
- Promote the work and strategy of the Programmes and Public Sector team and assist in their day-to-day raising of funds for Tate's activities.

Person Specification

Essential

- Proven experience of working in an administrative or support role in a fast-paced office environment, and of setting up or maintaining efficient administrative systems.
- Demonstrable experience of working with budgets and processing invoices and expenses.
- Excellent organisation and planning skills including the ability to manage multiple tasks and priorities.
- The ability to set up and maintain administrative systems and procedures (paper-based and electronic)
- Experience of using Raiser's Edge or a similar prospect tracking database and/or using online financial management systems.
- Attention to detail and accuracy when updating and tracking data.
- Ability to work calmly under pressure and to tight deadlines.
- Ability to work unsupervised and under own initiative, with a pro-active approach to problem solving
- Excellent interpersonal and written and verbal communication skills including the ability to communicate diplomatically and effectively at all levels.
- A strong team player able to work collaboratively, positively and creatively with colleagues at all levels.

- Computer literacy – including knowledge of Windows based applications, and ability to use Word, Excel, Outlook, Internet applications and experience of using databases.
- Awareness of and commitment to the principles of diversity and inclusion.
- An interest and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £22,450 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in

an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Sunday, 23 June 2019 by midnight.**

Our jobs are like our galleries, open to all.

