



**Post:** Research and Data Administrator  
**Reference:** TG2482  
**Band:** 5L  
**Department:** Development – Operations  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head, Research & Data  
**Location:** Millbank, London

## **Background**

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim 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 Department was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. Within the Development Division, the Operations team works with fundraisers to support gift processing, stewardship of existing donors, adherence to Tate's donations policy and identification of potential new supporters.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## **Purpose of the Job**

To support increased funding activity by ensuring effective data management and supporting the provision of high quality, accurate and relevant research to be used in fundraising campaigns involving corporations, individuals and trusts & foundations.

## **Main Activities/Responsibilities**

- Undertake top-line research for new prospect profiles using existing Tate information and sourcing additional information from online and print sources including primary contact information, business information and examples of philanthropy.
- Prepare event attendee briefing notes using data from the Development database (Raiser's Edge).
- Update Event and Profile information to the Development database.
- Collate and update Tate relationship information from other Tate information systems onto the Development database.
- Work with Development colleagues to undertake regular reviews of existing supporters to ensure information on the database is up to date and accurate.
- Research, validate and update addresses and relationship details on the Development database.
- Support the administration of the Donations Policy review process.

- Undertake research project work e.g. Honours lists, all London-based Hedge fund managers etc.
- Work with the Database Executive to undertake other data projects e.g. identifying duplicate records, Gift Aid validation and checking, data cleansing and supporting data integrity.
- Undertake other administrative tasks in support of the work of the Research & Data function.

## **Person Specification**

### **Essential**

- Experience of research gained within a fundraising, marketing or academic environment, ideally including experience of working with online resources
- Demonstrable experience of using Raiser's Edge or similar contact management databases to accurately capture and report information.
- Excellent writing skills with experience of collating and presenting, from potentially a wide range of sources, concise accurate information tailored to a particular audience
- Excellent organisational, administrative and data management skills with the ability to work accurately and methodically whilst under pressure to meet deadlines.
- Strong interpersonal skills with the ability to build effective working relationships and work well as part of a team, demonstrating a mutually supportive and collaborative working style with the ability to treat all colleagues with dignity and respect.
- Ability to maintain a high level of accuracy and motivation when carrying out routine tasks.
- Understanding of the principles of diversity and inclusion and the ability to apply and promote these in practice at work.
- Proficient in the use of Microsoft Office packages, especially Microsoft Word and Excel.
- An interest in 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 £23,536 per annum.

### **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](http://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/](http://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 **Thursday 17 October 2019 by Midnight**.

*Our jobs are like our galleries, open to all.*

