



Job description

Job title	Programme Administrator with SharePoint Experience
Department	Library, Archive & Collection Access
Contract	Fixed-term contract until December 2025
Salary	£27,251 per annum pro rata
Hours	21.6 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Electronic Records Specialist

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

About the role

Are you able to support a busy Programme Team?

We are seeking a detail-oriented and skilled Programme Administrator with experience in SharePoint to join our team. We are at the start of a major programme of work across Tate Gallery which will transform the way in which people work and how we manage our records.

We will be implementing SharePoint with an additional plug-in for electronic records across all four galleries over the next two years.

About your team

Tate Library and Archive departmental staff are passionate about the collections in our care and have a great desire to ensure our visitors get the best possible experience when they visit our Reading Rooms at Tate Britain. Providing access to our rich collection of records about the history of Tate and other collections is at the heart of our work. Colleagues in the department are friendly, supportive and always willing to share their knowledge so you'll never feel alone. We are not afraid to take risks and be brave in our decision making, to ensure that we're one of the leading art libraries and archives in the world. Our department works collaboratively with colleagues across Tate to support the delivery of Tate's programme. Given the nature of the Programme, you will be working in a Programme Team which will include colleagues from Technology.

What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, learn new skills and knowledge and gain experience of electronic records plug-in software.

What you will do

Schedule and coordinate meetings:

- Arrange meetings for training sessions with user groups and facilitate meetings with staff during the roll-out process across the whole of Tate Gallery. This includes sending out meeting invitations, reserving meeting rooms, and handling any necessary logistical arrangements.

Administrative support:

- Provide comprehensive administrative support to the Programme Team, including drafting and formatting, documenting meetings, and managing program-related correspondence

SharePoint management:

- Utilize SharePoint to support routine administrative tasks such as document management, folder organization, and file uploads
- Collaborate with team members to ensure smooth access and navigation through SharePoint sites.

Collaboration with electronic records system:

- Assist in utilizing the electronic records management platform to facilitate data protection, and ensure the integrity of the programme's documents and information
- Work closely with the Programme Manager, Records Manager, Electronic Records Specialist and Technology team to address any electronic records management -related issues or tasks.

Document control:

- Oversee document control for the programme, ensuring accurate and up-to-date documentation is stored properly
- This includes maintaining document registers, and tracking version control.

Communication facilitation:

- Assist in the dissemination of programme-related information to relevant stakeholders
- This may involve drafting communications, updating programme portals, and coordinating with different teams to ensure accurate and timely distribution of information.

Collaborative partnership:

- Work closely with team members to identify areas for improvement within the programme and offer suggestions for enhancing processes and workflows.
- Act as a valuable resource by providing guidance and support to team members.

Diversity and inclusion

- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.

What you will bring to the team

- Previous experience as a Programme Administrator or similar administrative role.
- Proficiency in SharePoint administration, including document management and version control.
- Familiarity with an electronic records management platform and SharePoint management tool is preferred.
- Excellent organizational and time management skills, with the ability to prioritise tasks effectively.
- Strong attention to detail and accuracy.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively in a team environment, as well as independently.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Flexibility to adapt to changing priorities and deadlines
- Experience of championing principles of diversity and inclusion
- An interest in and commitment to the work of Tate

Tate for all**Diversity and Inclusion**

Our jobs are like our galleries, open to all.

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](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

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.

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 14 July 2024 by midnight. Interviews will be held in July 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

