

**JOB DESCRIPTION:** ART TRAIL ADMINISTRATION ASSISTANT  
**REPORTS TO:** ART TRAIL ASSISTANT PROJECT MANAGER  
**ACCOUNTABLE TO:** COMMUNITY AND PROJECTS FUNDRAISING MANAGER  
**BASED AT:** DIRECTOR OF INCOME GENERATION & MARKETING  
ST ELIZABETH HOSPICE/FIELD BASED



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## **JOB SUMMARY**

As our Art Trail administration assistant, you will be part of our team helping us to implement our next Wild in Art trail that will hit the streets of Ipswich and 4 satellite areas in Suffolk in 2025. We are looking for someone to join our team to provide administration and support to the project teams with their forthcoming activity and events.

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## **RESPONSIBILITIES**

- To work with the Art Trail Assistant Project Manager and the Art Trail Project Group providing support across all activities, events as part to the Art Trail where required.
- Supporting the project team with research, information and making follow up phone calls to interested parties.
- Assisting with the movement and delivery of large and medium sculptures.
- Provide support with the artists programme helping with collate information, packs the matching event and artists contracts.
- Help collate details from our sponsors with regard to App rewards and offers.
- Work with the team to ensure all details are logged on our CRM database Donorflex and update information as requested
- Provide general administrative duties – including taking telephone calls, dealing with enquiries, ordering stationery, preparing materials, sending fundraising packs and RSVP for events.
- Providing support to the Marketing team through dissemination of materials internally and externally, taking photos.
- To provide an exceptional level of supporter care and stewardship throughout your work with supporters, businesses, schools, artists, and volunteers.
- To assist with the collation of information and statistics for the evaluation.
- To work with colleagues to identify any leads and ensure that any potential leads are followed through and recorded.
- To have a sound understanding of all facets of work undertaken by St Elizabeth Hospice.
- To attend events and activities outside of normal working hours including weekends and Bank Holidays as required.

## **PERSONNEL RESPONSIBILITIES**

- To recognise indications of staff stress and to facilitate staff support.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

## **EDUCATIONAL RESPONSIBILITIES**

- To participate in the hospice education programme as required
- To provide feedback on any training to the wider Income Generation and Marketing team as appropriate.

## PERSONAL DEVELOPMENT

- To develop and maintain a sound understanding of all facets of the work undertaken by St Elizabeth Hospice and the Hospice movement and the Art Trail
- To devise and execute in conjunction with the Community & Projects Fundraising Manager a personal development plan in line with hospice objectives and personal needs.
- To maintain and increase personal professional skills.

## ORGANISATIONAL RESPONSIBILITIES

- To uphold the hospice and individual teams values at all times.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To work at all times within the policies of the hospice and act within Care Standards at all times.
- To ensure effective use of resources.
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice.
- To promote the hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work the post holder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE LINE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.



## PERSON SPECIFICATION

### ART TRAIL ADMINISTRATION ASSISTANT

Requirement	Essential/Desirable
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Educated to minimum GCSE level with excellent spoken and written English (grade C+)</li> <li>• Administrative</li> </ul>	<p>Essential</p> <p>Essential</p>
<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Sound administrative work background</li> <li>• Knowledge of event planning</li> <li>• Knowledge of basic budgeting for events/projects</li> <li>• Knowledge or experience of using a database</li> <li>• Experience of presenting information face to face, or via email</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Specific Skills</b></p> <ul style="list-style-type: none"> <li>• IT literate – fully conversant with all Microsoft packages including Outlook</li> <li>• Excellent Communication skills</li> <li>• Good time management, multi-tasking skills and ability to work with tight schedules / deadlines</li> <li>• Attention to detail and keen eye for written and numerical accuracy</li> </ul>	<p>All essential</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to work as part of a team and independently and to take direction</li> <li>• Calm under pressure</li> <li>• Own transport &amp; current driving license</li> <li>• Natural 'problem solver'</li> <li>• Excellent relationship builder</li> <li>• Positive, flexible, 'can do' attitude</li> <li>• Ability to work flexibly when required</li> <li>• Enthusiasm and demonstrable interest in the work of St Elizabeth Hospice</li> </ul>	<p>All essential</p>