



Visual Arts Group Wales (VAGW) is an independent, voluntary network of not-for-profit organisations that facilitate exhibitions and / or art in public spaces and exists to strengthen the contemporary visual arts sector in Wales through partnership, advocacy and training. VAGW currently has 21 members across the country who meet three times a year to make progress on VAGW's mission to further the conditions in which a dynamic and successful visual arts sector can thrive in Wales.

Job Description

Position Title: VAGW Administrator
Reports to: VAGW Co-chairs
Works with: VAGW members, independent consultants, volunteers, suppliers

Job Summary

This freelance position will report to and providing administrative support for the Co-chairs of Visual Arts Group Wales (VAGW), the Administrator is responsible for the efficient management of operations in relation to it's work with member organisations, external agencies, independent consultants and freelancers, any related charitable administration and IT, to best support the organisation's mission and strategic goals.

Key Responsibilities

Reporting to the Co-chairs, the Administrator is responsible for the following:

Operational Management

- Provides administrative support to the Co-chairs across all areas of VAGW's operations and policies and assisting in the delivery of the Arts Council of Wales funded 'VAGW Development Project'.
- Assists the Co-chairs with the coordination, review and implementation of all HR materials and policies
- Manages and improves all systems to ensure efficiency of day-to-day operations
- Sets all meeting schedules, takes minutes and makes all necessary preparation for member meetings
- Work with website designer/administrator to maintain and update the current VAGW website/or facilitate a new website design as required.
- Create marketing materials, press release, liaise with designers and printers as required. Update social media as required.
- Contributes to planning, organisation, coordination and delivery of various events including the annual Wales wide meetings and Conference in collaboration with other members, and Wales-wide visual arts consultation sessions.

- Research, negotiate, maintain relationships, and administer contracts for recruitment of freelancers and independent contractors such as IT services, evaluation, report writing, general services and non-programme supplies.
- Troubleshoots IT problems with external contractors and maintains up-to-date passwords and licenses
- Liaises with VAGW members for organisation and implementation of all programs for review and sign-off by the Co chairs

Office and Organisational Administration

- Works with VAGW secretary to ensure duties including meeting scheduling and coordination, drafting agendas, taking and distributing minutes, collation of documents, and coordinates documentation for meetings and the conference
- Works with other subcommittees as assigned
- Assists the Treasurer as needed to file charitable reports and related documents

Finance

- Assists the Co-Chairs in planning and preparation of draft annual budget as well as periodic and special reports, manuals, correspondence and other documentation
- Supports the Treasurer as necessary for invoices, payables, receivables, supporting documents and draft statements for annual audit
- Assists Co chairs to prepare written information, financial and statistical data for grant applications and ensures all final reports and schedules are completed

While these duties and responsibilities are representative, the incumbent is also required to perform other duties as assigned.

Qualifications

Education and Experience

A University degree in the arts or business discipline with a minimum of 3-5 years experience in a related position. Some financial accounting experience is desirable.

Skills and Abilities

- Welsh speaker desirable
- Solid knowledge of non-profit administration and regulations
- Strong organisational skills including coordinating projects and meeting deadlines
- Proven ability to analyse, plan, initiate, and complete projects in a timely manner
- Ability to assess operational needs, develop solutions and recommendations for improvements and lead implementation
- Ability to provide sound supervision based on best people practices for coaching, direction, support and feedback
- Strong interpersonal and verbal communications skills and ability to take action and apply sound judgment and a positive approach to solving problems
- Strong business writing skills and ability to coordinate written communication reports
- Highly motivated and organised to work independently and prioritise projects and multiple tasks in order to effectively meet timeline requirements
- Strong computer literacy including MS Office, spreadsheets, cloud based storage systems and learn other programs as required

Terms of Appointment

- This position is offered on a freelance basis with no fixed office/workplace, therefore you will be predominately working from home.
- This position is part time, fixed term to 30th June 2026
- Salary is 100 days x £250 (approx. 2 days pw x 50 weeks) = £25,000.00 (inclusive of VAT)
- Additional travel fees are available.
- The post holders may be asked to deliver and undertake work on some evenings and weekends.

What we will do to support you to do your best work

The VAGW Administrator will work closely and collaboratively with the volunteer Co-Chairs who will do everything they can to ensure you are fully supported in your work. VAGW is a voluntary network with no salaried staff. You will be offered the opportunity to provide us with an Access Rider so we can understand how we can support you to do your best work. Short-term spaces for working/conducting meetings may be available at our member organisations on request. Project meetings and most Member meetings are held via Zoom, with one in-person Conference. Both Co-Chairs are based in South Wales and available for in-person meetings as required.

You will have significant opportunity while in post to develop your networks, engaging with VAGW members, other visual arts networks across the four home nations and Brittany.

How to apply

Candidates should apply by sending a CV and Covering Letter, of no more than 500 words, that describes your relevant experience and interest in this position. Applications should be emailed to visualartsgroupwales@gmail.com with 'VAGW Administrator' in the subject line.

Alternative options for application are detailed in the guide notes in this document.

All applications must be accompanied by a completed [Equal Opportunities Monitoring Form](https://www.jotform.com/form/251693902485364).
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Project Timeline (12 months)

Closing date for applications: 14 July 9am

Interviews will take place: week commencing 28 July 2025 (date to be confirmed)

Preferred start date: As soon as possible following interview (this can be discussed at interview)

Project Completion: 30th June 2026

Contact for any queries ahead of application:

Louise Jones-Williams (VAGW Co-Chair) – louisejw@llantarnamgrange.com

or

Nigel Prince (VAGW Co-Chair) – Nigel.Prince@artesmundi.org

We look forward to receiving your application.

Guide Notes

Thank you for your interest in this position. Please read through these guide notes for more information on how to apply and what we are looking for.

For any queries concerning the role, application, the forms or interviews, please contact louisejw@llantarnamgrange.com or Nigel.Prince@artesmundi.org and we can assist further.

Read the Role Description and Person Specification

The purpose, main duties and responsibilities of the post are set out in the job description and the knowledge, skills, qualities and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

Think about your Experience

Look at the activities involved in the vacancy. Ask yourself why you are interested in this position.

Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience from any context. Explaining your current (and previous) jobs or experience to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure activities, hobbies or any other aspect of your life.

CV

Be selective with the information you include, clearly demonstrating your most recent and most relevant experience. Please ensure your CV is a reasonable length, approximately 1-2 pages. Please do not attach testimonials or copies of educational certificates to your application.

Covering Letter

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application. In your covering letter, we are asking you to respond to the essential ideas and values relevant to the role. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. Don't merely state in your covering letter that you have the qualities, knowledge, skills and experience required but provide us with specific examples of what you have done and how you believe these relate to the role.

Don't forget to proof-read your form and check for any errors before submitting it to us.

Alternative formats

With regard to your 'Covering Letter', you may wish to submit a video or audio recording as an mp4 file and of no more than 10 minutes duration in total instead of a written piece. Make sure that the recording has minimal background noise and that you speak clearly. Further information regarding this can be found under the section headed Supporting Statement.

If you opt to use this alternative format, the first part of your CV and Equal Opportunities Monitoring Form must still be returned to us via email. If you require any assistance with this, please do get in touch.

Interview

The interviews for this post will take place week commencing 28 July 2025 at times to be arranged. All interviews will take place at online using Zoom or alternatives if necessary. If you are unable to make this date or need to use a different platform, let us know and we will work with you to look at an alternative.

Further information and instructions will be made available to applicants invited for interview. At this stage you will be able to give details of any special arrangements or adjustments you would require to enable you to participate in our interview selection process effectively.

Equal Opportunities Monitoring Form

All applications must be accompanied by a completed Equal Opportunities Monitoring Form. The form will be provided as a survey link to complete and will play no part in the process.