



ADMINISTRATIVE SUPPORT ASSISTANT

The Hub, Sleaford

**PG2 £18,584 per annum pro-rata
10 hours per week, £8.91 per hour
Fixed term contract for 3 months**

Background Information:

Our Vision: Great Art for Everyone

The Hub delivers an inspiring programme of contemporary craft, design, dance and creative arts experiences, in Sleaford, across North Kesteven and beyond.

Home to the national centre for craft and design, our celebrated exhibitions showcase contemporary artists and makers from around the world. Our shop stocks an ever-changing collection of handmade craft objects and design gifts, and our CaféBar is a great place to enjoy locally sourced specialty food and drink.

The Hub offers a dynamic learning programme of workshops, talks, classes, competitions, special events and performances for all people, ages and abilities. We deliver creative activities in schools, community & care settings and online; and we work with our communities & partners to coordinate participatory arts projects, events, festivals, celebrations, and public commissions.

We're also home to Design-Nation, the UK's leading portfolio network for designers & makers of craft, design, and product.

The Hub is an Arts Council England National Portfolio Organisation, owned and supported by North Kesteven District Council and operated by Lincs Inspire Limited, a Lincolnshire based charity.

The Right Person:

This post comes at an exciting time in the Hub's development. Following a major capital refurbishment and the re-opening of the Hub in May, we're looking for an enthusiastic creative individual to join our business support team.

The post-holder will assist the Business Support Officers by providing effective administrative duties contributing to the smooth running and delivery of The Hub and its wider programmes and services.

As Administrative Support Assistant, you will have strong organisational skills and be committed to supporting a very busy and creative office and team. You will also be confident in engaging with people of all ages and backgrounds and be adaptable to work in a range of back-office and front of house positions.

The role is for 10 hours per week and is offered on a fixed term contract for 3 months.

We are looking for people that reflect our diverse communities, to help us work in new ways and become more relevant to the people and communities we serve. We recognise that this is not present in our current workforce, so we particularly welcome and encourage applications from people with diverse backgrounds and life experiences.

For an informal conversation regarding the post, please contact Molly Petts on 01529 308710 or email molly.petts@lincsinspire.com.

To apply for this post, please email your completed application form to HumanResources@lincsinspire.com, or post it to Human Resources, Lincs Inspire, Bradley Football Development Centre, Bradley Road, Grimsby, DN37 0AG.

Closing Date: 5pm, Friday 23 July, 2021



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