



The Culture House
Senior Operations and Projects Administrator
Job Application Pack

Job Title: Senior Operations and Project Administrator

Reports to: CEO/Creative Director

Terms: Part time, 14 per week

Salary: £ 30,000 pro rata

Contract Length: fixed to March 2026 with potential for extension

Location: Hybrid - remote and Grimsby based office

Prospective Start: July 2025

Annual Leave: 25 days pro rata

Subject to: 3 month probationary period

Background Information

“The Culture House do such great stuff for Grimsby, the quality of what they put on is incredible. I know we're not going to be disappointed.” Culture House event Audience Member 2024

The Culture House is a pioneering arts and cultural charity, based in Grimsby.

Led by local people and serving residents as well as visitors, we take utmost pride in our work.

We passionately co-produce and programme what we hope are thoughtful and imaginative events, festivals and projects, all designed to uplift, stimulate and positively impact.

Our work enables new cultural experiences to be enjoyed that contribute to changing perceptions of place and increasing levels of pride.

Established in 2010, we are now a ‘National Portfolio Organisation’ of Arts Council England, working to ensure more people have access to cultural opportunities and believing everyone deserves the best in life no matter what their background or where they live.

From free, fun events promoting our place to future-facing creative interventions from national touring artists, and from intimate live gigs to participatory workshops for all ages, we strive to offer quality experiences somewhere where opportunities are low ...and connect more people to ‘culture’.

As we continue to build resources, in a tough climate, we punch above our weight, in terms of content, output, reach, quality and impact.

We are constantly evolving, taking local people on a journey with us, while constantly improving operational functions and striving to run both an efficient and credible organisation.

We are looking for an exceptional person to support the organisation and its works and someone who wants to help us on our mission to:

“Transform futures through the power of creativity and culture”.



Purpose of the position

- To work alongside the CEO/Creative Director and Associate Director of The Culture House, to facilitate the delivery of organisational vision and mission.
- To design, deliver and facilitate robust operational processes and activity.
- To deliver essential administrative and organisational support, including coordinating meetings, supporting project delivery, and supporting board liaison and communication.
- Manage funding agreements and contracts.

Key Responsibilities and Accountabilities

- Working with the CEO/Creative Director and Associate Director to ensure that all processes are streamlined, efficient and effective.
- Working alongside the CEO/Creative Director and Associate Director to support the administration of the fundraising strategy.
- Liaising with the Culture House team to produce papers and reports for quarterly Board Meetings and attend to take minutes.
- Ensuring the organisation's delivery of timely data reporting to funders e.g. Arts Council England.
- Developing internal relationships with the team to ensure outcomes and objectives are monitored, managed, and delivered including setting and reviewing KPIs.
- Support fundraising and impact-reporting activity by maintaining relevant key organisational and project information.
- Provide administrative support across projects, including scheduling, document management, and reporting.
- Prepare and distribute board and committee papers in a timely and professional manner.
- Take accurate minutes at board and team meetings and follow up on actions

Coordinate and schedule meetings, ensuring logistics (venues, online links, agendas) are arranged.

- Maintain filing systems, contact databases, and organisational calendars.
- Assist with internal communications and occasional support for events or activities

Person Specification:

- Proven experience in administration or project support roles.
- Strong organisational and time management skills.
- Excellent written and verbal communication.
- Confident minute-taker, able to summarise discussions clearly and accurately
- Discreet, reliable, and able to work independently within a small team

Knowledge and Experience

- Proven experience of developing operational systems, IT systems including up to date digital systems.
- Experience of supporting event and project delivery including tracking and reporting on KPIs.

Essential

- Understanding of the Charity Sector and the Charity Commission's reporting requirements and process.

Desirable

- Good knowledge of the arts sector and its challenging landscape.

Skills and Abilities

- Excellent IT skills and experience of IT systems including Office 365, Outlook, CRM systems, Trello.
- Excellent organisational skills.
- Experience of working to tight timescales.
- Experience of managing and working within a team.

Qualifications

- Degree or equivalent qualification, or minimum of 3 years' experience in a senior administration role

How to Apply

Please submit your CV and up to two pages of A4 outlining your suitability for the role via email to:

business@theculturehouse.co.uk

Your submission should set out your relevant experience and should be submitted by Monday 16th June 2025. Alternative formats to written applications are accepted as a reasonable adjustment.

Interviews:

Shortlisted candidates will be invited for an interview on Friday 20th June 2025.

The successful candidate should be able to commence employment July or early August 2025.

The Culture House is committed to ensuring that:

- Equality of opportunity, diversity and inclusion in its recruitment process.
- Every employee is entitled to a working environment that promotes dignity and respect for all.
- Training, development, and progression opportunities are available to all staff
- All members of the workforce recognise that Cultural Equity in the workplace is good management practice and makes sound business sense.
- The organisation regularly reviews its employment practices and procedures, and, if necessary, modifies them to best practice standards.

We are particularly interested in applications from those with a love of arts, culture and creativity and the difference they can make.