



What is shaping your ideas of the planet's future?

Administrator Recruitment Pack 2021

INVISIBLE DUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
COMPANY NUMBER: 07403737 (ENGLAND AND WALES)
CHARITY NUMBER: 1171156

Summary

Role: Administrator

Salary: £25,000 - £27,000 pro rata dependent on experience

Managed by: Executive Director

Working: Based remotely with flexible working

Contract Terms: Employed part-time, 3 days a week

Could you be Invisible Dust's Administrator?

Are you looking for a way to positively respond to the climate crisis?

To apply your skills and your energy to be a good ancestor?

Do you believe in the powerful role that creativity and art plays?

Invisible Dust is seeking a new Administrator, and we hope you will apply.

We are looking for a highly organised, detail-oriented professional administrator to help us keep our business functions running smoothly. It is a highly varied and rewarding role, working across finance support, fundraising administration, team organising, and some hands-on project support. Your work will help Invisible Dust realise the full potential of our impact.

We're looking forward to hearing from you!

Best wishes,

Team ID.

Experience working specifically in the arts is not required, we welcome all applicants with the skills to help us deliver against our mission. We do expect a demonstrable understanding of visual art, an ability to engage in discussion of contemporary art and the climate crisis.

Invisible Dust is an equal opportunities employer. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

Invisible Dust

1. OUR MISSION

Invisible Dust brings together leading artists and scientists to create exciting works of art. Through art, we help people connect emotionally with climate change and the environment.

We make the invisible visible.

We champion the idea that artists and scientists can be far more powerful agents of change when working together. We work locally, nationally, and internationally with some of the world's leading artists, scientists, and policymakers.

Since formation in 2009 we have worked with nationally and internationally acclaimed:

- **artists** including Jeremy Deller, Elizabeth Price and John Akomfrah;
- **writers** including Margaret Atwood and China Miéville;
- and **scientists** including Prof Frank Kelly (King's College London) and Prof Raeanne Miller (Scottish Association Marine Sciences).

Our partners include Coventry UK City of Culture 2021, the Tyndall Centre for Climate Change Research, the Sydney Environment Institute, and the United Nations Development Programme.

We remain the only organisation in the UK which focuses on staging major residencies and commissions exploring climate change.

2. STRATEGIC AIMS

We are working towards the following strategic aims for 2021-22:

1. **Make Thought Provoking Art:** Work with artists and scientists to create thought provoking art
2. **Grow Sustainable Policy:** encourage adoption of sustainability policies at local, national, and international levels
3. **Diversify Climate Conversation:** engage communities whose voices are less heard in climate conversation. Amplify those voices.
4. **Develop our resilience:** ensure we have a strong and reflective organisation at every level and diversify our funding

Forecast: what is shaping how you think about the planet's future?

This is our question to you as we weather the uncertainty that has emerged with the Covid-19 and Climate Crises.

There are many parallels between the pandemic and the climate crisis. Both are driven by the same global systems. Both predictable – predicted even. They are human driven and felt disproportionately across lines of inequality. But these crises have more than one solution. There is no *one truth* by which everyone on this planet lives.



Fei Jun, 'Forecasting: Interesting Worlds', video still, 2021

Covid-19 has highlighted to the world the importance of science. However, scientists are in a difficult position - people want certainty, definitive prediction, and advice. But Science pursues several truths and models with plural outcomes. Uncertainty is part of scientific understanding.

It is artists who best explore the known and unknown. They build scenarios and worlds for us, constantly looking at many truths. They are vital for exploring an uncertain future. At a time of Covid-19 and the climate emergency how important it is to step back and imagine.

So, what *is* shaping how you think about the planet's future? We have begun exploring this question through 'Forecast' our international programme launched online in March 21.

We are working to ensure that our world, our future and our imaginations are generous enough to give life to many truths and the paths to them. Covid-19 is an opportunity for a change of course. It is our responsibility to take that opportunity. The world will be one that we create with our ideas, and the best ideas come from sharing and collaboration.

It is time for Invisible Dust to be as ambitious and optimistic as we possibly can.

Our programme plans for 2021/22 include:

1. **Forecast** – an international, digital-first programme of talks and commissions this year focusing on the IUCN conference on biodiversity and COP26.
2. **Wild Eye** – an eco-culture tourism programme in North Yorkshire including community engagement and world-class sculpture commissions.
3. **Unnatural History** - current exhibition at the Herbert Art Gallery and Museum as part of Coventry City of Culture 2021 exploring nature and ecology.

We are operating on a responsive basis, working closely with partners, and planning work that explores the uncertain world we live in. We are excited to introduce our plans to you and look forward to seeing you engaging with them. Let us make the invisible visible!

Partners

- 32° East | Ugandan Arts Trust
- Chinese Central Academy of Fine Arts
- English Heritage
- Flourishing Diversity
- Scarborough Borough Council
- Scottish Association for Marine Science
- The British Council Germany
- The Herbert Art Gallery and Museum
- The Leverhulme Centre for Anthropocene Biodiversity, University of York
- The Nelson Institute for Environmental Studies
- The Sydney Environment Institute
- The Tyndall Centre For Climate Change Research
- Yorkshire Wildlife Trust

Administrator Brief

The Administrator is a key role in supporting the operational and financial running of Invisible Dust. They will work closely with the Executive Director (ED) on general administration, the set-up and maintenance of operational systems, and fundraising support; and assist the Finance Manager (FM) with day-to-day financial processes and management.

Key Responsibilities

Finance

- Assist FM in the running of the monthly payroll when required including review of payroll journals and HMRC payments
- Processing starter / leaver information for payroll records
- Maintenance of Purchase and Sales ledgers
- Processing purchase invoices for payment including coding, and generating sales invoices
- Recording bank payments and receipts in QuickBooks
- Reconciliation of bank accounts monthly
- Any other finance support activities as and when required

Fundraising Administration

- Contributing to reports for funders, attending and noting meetings with funders
- Support the ED and Fundraising Manager in maintaining records of supporters
- Support the ED on funder reporting – collating copy and data
- Support the ED to manage funding deadlines, liaising with the FM and ED to give them enough notice to supply required information (e.g. management accounts and cashflow).

Marketing and Evaluation

- Working closely with the ED to ensure project evaluations are collated in our centralised evaluation system and prepared for funding reports.
- Data entry, records maintenance, and running reports from ID's relationship management system.

Contracts

- Supporting the ED in drafting contracts for staff, associates, artists, and project teams
- Supporting the ED in drafting partner agreements

Executive Support

- Supporting the Directors with setting meetings and organising travel
- Some administrative support for the Directors e.g. write-up of speeches / talks

Board Management

- Preparing and circulating papers for Board and Sub Committee meetings within agreed timeframes and managing the communication with Board and ACE for all board meetings.
- Taking minutes and ensuring these are approved by the Chair and ED
- Working with the Chair and ED to agree agendas and timetables for circulation of papers.

General Administration

- Work with the ED to ensure remote working policy effectively implemented
- Attending Invisible Dust events and exhibitions and assisting at these events on an occasional basis
- Attending regular company, programme and other meetings as required
- Ensure that all working practices within your control adhere to Invisible Dust's commitment to environmental principles
- Supporting the team with travel and related arrangements
- Administration of the registered office in Scarborough
- Monitoring annual leave and sickness records for employees

Person Specification

Values and Interests:

- Committed to making positive change in the public's understanding of our environment and climate change.
- Passion for contemporary art. An ability to critically discuss contemporary artwork.
- An active interest in science. An ability to engage in discussion around science relating to climate crisis.

Essential:

- Highly organised and efficient administrative professional
- Attention to detail
- Able to absorb wide ranging information and accurately collate for reporting
- Comfortable developing and implementing systems to improve administrative efficiency
- Comfortable working in a fast-paced environment
- Ability to manage multiple deadlines
- Experienced in minute taking
- 1 year experience with financial administration e.g. invoice processing, bank reconciliations

Desirable:

- Familiar with systems such as GSuite, Asana, and QuickBooks
- Experience of working with Content Management Systems (CMS), CRM software and/or web technologies
- Comfortable with collating and presenting statistics for reporting
- Understanding of charity governance
- Understanding of charitable funding – particularly the arts and culture sector

How to apply

Deadline: 9am, Monday 5th July

Please complete our online application form [here](#).

Please complete our anonymous equal opportunities form [here](#).

Please note, we will not consider applicants with fewer than 3 years (36 months) working experience.

Commitment to Diversity

Invisible Dust is an equal opportunities employer. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.