



Dub Encyclopaedia ©Pupat Chenaksara

# Project & Community Programme Administrator

## Recruitment Pack

**Closing Date: Sunday 12 April 2026**

**Interview Date: Tuesday 28 April 2026**



## INTRODUCTION TO INIVA

The Institute of International Visual Arts (iniva) is a charity based in Pimlico, London. Founded to challenge inequalities in the visual arts, since 1994 we have created spaces for Black and Global Majority artists and communities, nurturing creative practices and expanding the ways we understand art, culture and society. Through commissions, residencies, workshops, exhibitions, and publishing, iniva supports artistic practices that critically engage with lived experiences of racism, anticolonial struggles, identity politics, and social change.

At the heart of iniva is the Stuart Hall Library (SHL), named after the influential cultural theorist, our founding Chair. The SHL houses a world-class collection of over 10,000 volumes, artist books, catalogues, journals, zines, and mixed media archival materials from over three decades of iniva's history. Providing a unique research centre dedicated to sharing knowledge, addressing inequality of representation and ensuring the visibility and legacy of diverse artistic practices, the library is a vital gathering space for artists audiences, researchers and communities.

iniva's core programmes engage artists locally and internationally through our Research Network, Library Residency, Digital Pavilion, CoLab school programme, Exhibitions Programme and public events at the Library and partner venues. Each year, our work reaches over 70,000 people digitally and 6,000 in person, including 1,900 visits to the Stuart Hall Library. Global Majority audiences represent 63% of our engagement, with young people aged 20–25 making up 20%.

iniva continues to create equitable, anti-racist spaces where artists and audiences can explore global and diasporic perspectives together.

Read more at [www.iniva.org](http://www.iniva.org)





Creative Mapping: Designers Lab ©Jemima Yong

## OUR VISION

Make art from a global perspective accessible to everyone.

## OUR MISSION

We nurture, develop and support anti-racist and equitable spaces that centre Black and Global Majority artists and their communities for creativity, wellbeing, and joy.

## OUR VALUES

Care, Community, Collaboration, Access, Education, Justice and Joy.

## ABOUT OUR FUNDING

iniva is an Arts Council England National Portfolio Organisation (NPO), receiving regular public investment in recognition of our commitment to artistic excellence, innovation, and meaningful public engagement. Read more at [www.artscouncil.org.uk](http://www.artscouncil.org.uk).

We are also supported by the National Lottery Heritage Fund, which funds our major *Living Legacies* programme. Together, this public investment reflects our role as a trusted cultural leader, producing ambitious, critically engaged work that connects artists, ideas, and communities.

Read more at [www.heritagefund.org.uk](http://www.heritagefund.org.uk)



The Gathering ©Francis Augusto

## INTRODUCTION TO THE PROJECT

*Living Legacies: Collaboration, Community and Radicality* is a transformative four-year project rooted in the heritage of Global Majority artists and their work in the UK. It activates iniva's unique visual arts archive and reconnects it with local and national communities. Through an exciting programme of exhibitions, events, podcasts, oral histories and digital resources, the project will surface existing histories and expand access to multicultural creativity and knowledge.

Grounded in Westminster (iniva's home) and shaped by the diverse communities of Lambeth and Southwark, *Living Legacies* centres intergenerational community collaboration with young people (16-25) and older adults (65+). Public programming is enriched by local residents, artists, educators and partnerships, ensuring the archive speaks to lived experiences while resonating nationally.

The project will:

- Improve access using new newly designed website and physical accessibility to iniva's Stuart Hall Library and Archive
- Increase engagement with archival material through co-creating content and new storytelling
- Grow knowledge and skills by supporting underrepresented people into the heritage and archiving sectors, strengthening iniva's resilience

*Living Legacies* will offer a space for everyone to explore their place in the world, reflecting on identity, culture and belonging, ensuring this vital legacy lives on.

The role of **Project & Community Programme Administrator** has been made possible through The National Lottery Heritage Fund.

Read more about the project: <https://iniva.org/programme/projects/living-legacies-collaboration-community-and-radicality/>

## STAFF STRUCTURE

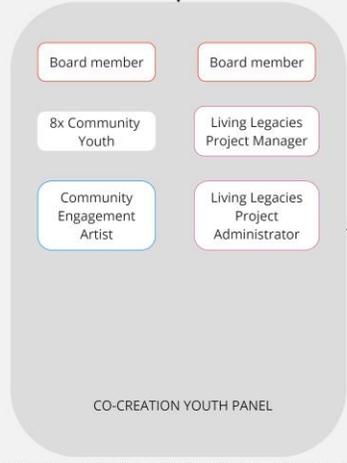
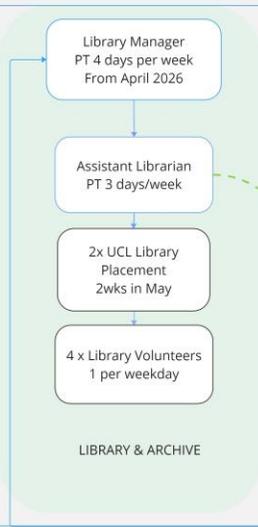
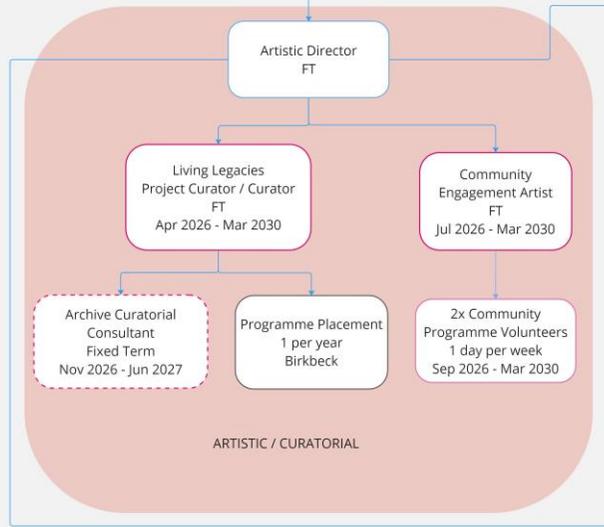
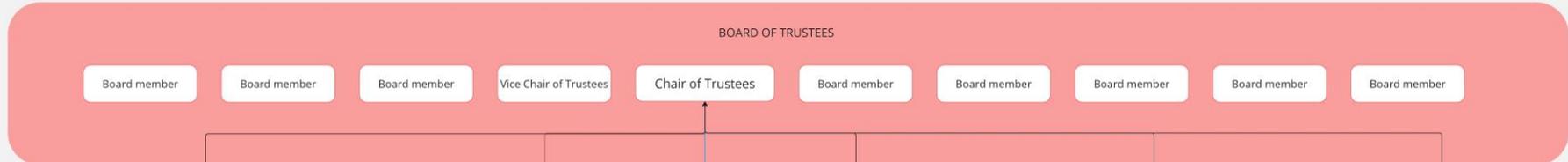
iniva is led by Co-Directors **Sepake Angiama (Artistic Director)** and **Susannah Gorgeous (Finance & Operations Director)**, supported by a culturally diverse Board of ten Trustees chaired by **Anita Bhalla**. The Board meets quarterly, with four sub-committees—**Fundraising & Ethics, Finance, People & Practice**, and **Environmental Responsibility**—providing additional oversight and guidance.

iniva's core team includes the Co-Directors, Project Curator, Communications Coordinator, Programme & Fundraising Assistant, and a Library and Archive team consisting of a Library Manager, Project Archivist and Assistant Librarian. The organisation is also supported by a General Manager and freelancers, including a Finance Manager and Bookkeeper.

As iniva embarks on its flagship National Lottery Heritage Fund project, *Living Legacies: Collaboration, Community and Radicality*, a dedicated project team will lead delivery between 2026–2030. The Project & Community Programme Administrator will **be line managed by the Living Legacies Project Manager** and will work closely with the Community Engagement Artist, Project Evaluator and wider iniva staff to coordinate project activity.

The role will also support the smooth running of project governance and collaboration with partners, including assisting with meetings for the **Project Steering Group, The Community Champions Panel, and Co-Creation Youth Panel**, that guide the development of the project (see organigram on page 6).





- KEY**
- - - Freelance
  - Reporting
  - Line management
  - ▭ Placement/Volunteer
  - ▭ iniva Trustee
  - ▭ iniva staff
  - ▭ Living Legacies Team
  - ▭ Living Legacies Project
  - ▭ Board of trustees
  - - - Dual role
  - Feedback Loop

**iniva Staff Plan  
2026 - 2030**

## INTRODUCTION TO THE ROLE

iniva is seeking an organised, proactive and collaborative Project & Community Programme Administrator to join our small, dedicated team. This is an exciting opportunity to support the delivery of *Living Legacies: Collaboration, Community and Radicality*, a four-year project that activates iniva's archive and connects it with communities through exhibitions, events, oral histories, podcasts and digital resources.

Working at iniva is highly rewarding, with a pace that can be lively, hands-on and varied. As a small organisation, we value people who are comfortable managing their own time, coordinating multiple tasks and supporting colleagues across different areas of work. In this role, you will play a key part in delivering a project that brings artists, communities and researchers into dialogue with the Stuart Hall Library and Archive.

Working closely with the Project Manager, you will provide administrative and logistical support across the project, coordinating meetings, maintaining documentation, managing schedules and supporting communication across the project team and partners. You will also assist the Community Engagement Artist with the coordination of workshops, events and co-creation activities with community participants.

If you enjoy combining organisation, communication and people skills and are motivated by supporting inclusive cultural projects that connect archives with communities, this role offers an opportunity to contribute to a significant national heritage project.

## IDEAL CANDIDATE

This role is well suited to someone who enjoys **combining organisation, communication and systems management** while contributing to a collaborative team delivering community-focused work. You will bring **strong administrative skills and experience coordinating logistics** across multiple strands of activity, ensuring meetings, events and project milestone as delivered efficiently and on schedule. **Confidence in taking clear and accurate minute-taking and maintaining well-organised records are essential.**

This role supports a complex, multi-year heritage project centred on the histories and practices of Black and Global Majority artists. **We welcome candidates with lived experience and/or an interest in these areas.** While previous experience in the arts or heritage sector would be beneficial, it is not essential. We are looking for someone with **experience in project delivery** who is attentive to detail, comfortable managing documentation and systems, and confident coordinating across a team.

**Experience supporting evaluation, monitoring and reporting processes** will be important. This may include collecting and organising participant feedback, maintaining accurate records, and working with databases or monitoring systems to support project learning and funder reporting. **Confidence handling basic financial administration**, such as raising purchase orders, processing invoices and liaising with our finance team, will also be valuable. **Experience using financial software such as QuickBooks is desirable, although training will be provided.**

You will be comfortable communicating with a range of stakeholders, including artists, community participants, partners and colleagues, and able to provide practical coordination support for workshops, meetings and public programmes. **We do not expect candidates to meet every criteria. If you meet most and are excited by the role, we encourage you to apply.**

## **JOB DESCRIPTION**

### **Project & Community Programme Administrator (0.8 FTE)**

**Salary:** £30,000 per annum (Pro rata £24,000 full time equivalent)

**Employment Type:** Fixed Term Contract; May 2026 - March 2030

**Hours:** 4 days (28 hours) per week

**Reporting to:** Living Legacies: Project Manager

**Location:** iniva, 16 John Islip Street, London, SW1P 4JU with some travel across London boroughs

#### **Role Purpose**

The Project & Community Programme Administrator provides essential administrative and logistical support to ensure the smooth delivery of *Living Legacies*, a multi-year project supported by The National Lottery Heritage Fund.

Working closely with the Project Manager, they are responsible for scheduling, documentation, records management and internal communication across the project team, partner network and suppliers. They also support the Community Engagement Artist in delivering the project's community-facing programmes, helping to coordinate logistics, delivery support and documentation related to workshops, events and co-creation activities.

The Administrator also supports financial processing, purchasing supplies and services, and recruitment tasks. and plays a key role in coordinating data collection for evaluation and reporting. This role is central to ensuring systems run efficiently, meetings are well-organised and project milestones are supported through clear documentation, communication and planning across all strands of activity.

#### **Project Specific Duties**

##### **Project Administration and Coordination**

- Provide day-to-day administrative support to the Project Manager and wider delivery team, ensuring smooth coordination across all *Living Legacies* project strands.
- Manage diaries and scheduling around Living Legacies, including internal planning sessions, external meetings, and public programme logistics.
- Maintain accurate project records and digital filing systems (e.g. schedules, contracts, registers, consent forms, and correspondence).
- Support internal communication by circulating updates, maintaining shared calendars, and flagging key deadlines to relevant staff.
- Act as the project's first point of contact for general enquiries, escalating where necessary.

##### **Meetings and Governance Support**

- Organise and service meetings, including the quarterly Project Steering Group Committee, Community Champions Panel, Co-Creation Youth Panel, funder meetings and evaluation sessions.

- Prepare agendas, take minutes and track follow-up actions to support transparent and accountable decision-making.

### **Community Programme Support**

- Support the Community Engagement Artist in coordinating logistics for workshops, events and co-creation activities, including booking spaces, preparing materials and liaising with participants or partners.
- Assist with delivery support at community-facing events, including participant registration, equipment setup and accessibility arrangements.
- Maintain accurate documentation related to community programmes, including attendance logs, consent forms, event summaries and feedback records.
- Help ensure that community activities are delivered smoothly and inclusively, meeting agreed timelines and audience needs.

### **Evaluation and Reporting**

- Support the implementation of the new evaluation database and work closely with the Project Evaluator to coordinate the collection, collation, and secure storage of evaluation data, including feedback forms, attendance records, consent documentation, and photographic materials.
- Ensure timely access to evaluation data to support project reporting, reflective learning and interim/final funder reports.
- Contribute to funder reporting by helping to gather documentation and delivery evidence in collaboration with the Project Manager and Project Evaluator.

### **Finance Administration**

- Coordinate any purchases needed for the project and financial administration, including raising purchase orders, processing invoices, and liaising with the Finance team to support financial tracking and reconciliation.
- Assist with collation of documentation and delivery records to support financial elements of funder reporting.

### **Recruitment and HR Support**

- Assist with recruitment administration for project staff, volunteers, placements, and freelance roles.
- Support scheduling of interviews, issuing of contracts, and maintenance of accurate HR files in accordance with organisational policies.

### **Accessibility and Inclusion Support**

- Support accessibility and inclusion by assisting with logistical and materials preparation to help ensure events and project outputs are inclusive and welcoming to diverse audiences.

**General Duties (In common with all iniva staff)**

- To support the philosophy, aims and objectives of iniva and to champion its work.
- To promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders.
- To uphold collective responsibility, knowledge sharing and team working across the organisation.
- To contribute to, and follow iniva's organisational policies and procedures, particularly policies relevant to your defined responsibilities and area of work.
- To ensure proper record keeping, filing and archiving of all communications and documentation related to your area of work.
- To engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.

*Note: This is a description of the job as it is at present constituted. It is iniva's practice to examine job descriptions regularly and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes.*

## PERSON SPECIFICATION

The postholder for this role should demonstrate the following qualifications, experience, skills and knowledge:

### Essential

- Strong administrative and organisational skills, including experience managing diaries, scheduling meetings and coordinating activity across multiple project workstreams.
- Ability to maintain accurate records and digital filing systems, with strong attention to detail.
- Proficiency using Microsoft 365, including Outlook for scheduling, SharePoint for shared filing, and Teams for internal communication.
- Excellent written and verbal communication skills, including confidence engaging with a range of internal and external stakeholders.
- Basic financial skills, with confidence working with spreadsheets or simple tracking systems.
- Experience preparing agendas, taking minutes and tracking follow-up actions to support transparent meeting processes.
- A demonstrable commitment to equity, inclusion and community-informed practice.

### Desirable

- A degree in Arts Management or equivalent qualification
- Experience working in an arts, heritage or community project context, particularly those involving public programmes or co-creation.
- Familiarity with funder reporting requirements, especially National Lottery Heritage Fund or similar public bodies.
- Experience using databases or CRM systems for monitoring and evaluation (e.g. Lamplight, Salesforce or similar), and a demonstrable interest in impact measurement and evaluation.
- Experience using project management tools (e.g. Trello, Microsoft Project, Miro etc.) to coordinate tasks or track milestones.
- Experience supporting recruitment processes, including scheduling interviews and issuing contracts.
- Confidence in providing event-day delivery support, such as participant registration, accessibility arrangements or equipment setup.

- Understanding of accessibility needs in event planning, including knowledge of best practice in inclusive logistics.
- Experience supporting basic financial processes, including processing invoices, managing petty cash or assisting with financial returns for funders such as the National Lottery Heritage Fund.
- Ability to work independently and proactively, while collaborating as part of a delivery team.

*Note: Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations. iniva are committed to supporting staff in training and support to achieve the standards required to undertake the role.*

## DIVERSITY & ACCESS

We warmly welcome applications from people of all backgrounds and life experiences. We particularly encourage candidates who identify as **Black, Asian or from other Global Majority communities, disabled people, LGBTQ+ people, and people from lower socioeconomic backgrounds**, who are often underrepresented in the arts and heritage sectors, **economic** backgrounds represented in the arts and heritage sectors.

We are committed to **equity, accessibility and antiracist practice**. If you would like to share any access needs or request reasonable adjustments to the application or interview process (for example, alternative formats or additional time for a written task), please tell us when you apply — we'll be happy to **help**.

## HOW TO APPLY

Please send a **CV** and a **Personal Statement** (no longer than 2 pages) outlining your experience and why you are a suitable candidate for the role and completed [Equal Opportunities Monitoring Form](#) to [recruitment@iniva.org](mailto:recruitment@iniva.org) with '**Project & Community Programme Administrator**' as the email subject.

Candidates must have the right to work in the UK.

## DEADLINE

The deadline for applications is **Sunday 12 April 2026 at 11.59pm**. Applications received after this time will not be accepted.

## INTERVIEW DATES

Interviews will take place in **two stages** at iniva on **28 April** and **6 May 2026**. Selected candidates will be notified by **17 April 2026** and interview questions will be sent in advance.

Candidates shortlisted for the first stage will be interviewed on **28 April**, with selected applicants progressing to a second interview on **6 May**. A short-written task or presentation will form part of the process, and full guidance will be provided in advance.

*Please note that, due to limited resources, applicants not shortlisted for the first round of interviews will not be contacted.*

## ENQUIRIES

**Enquiries about the role, shortlisting and interviews**

Susannah Gorgeous (Finance and Operations Director): [Susannah@iniva.org](mailto:Susannah@iniva.org)

**General enquiries about the application process:** [info@iniva.org](mailto:info@iniva.org)