

# UNLIMITED...

## Job Pack: Administrator

### Welcome

Hello, and thank you for your interest in joining [Unlimited!](#)

Unlimited is currently an arts commissioning programme that aims to embed work by disabled artists within the UK and international cultural sectors, reach new audiences and shift perceptions of disabled people. Unlimited has been delivered by the disability-led arts organisation Shape Arts and arts-producing organisation Artsadmin since 2013, and is currently funded by Arts Council England, Arts Council of Wales, Creative Scotland and the British Council.

Since 2013, Unlimited has awarded more than £4.7 million to over 400 ambitious disabled artists and companies, through commissions, awards and support, which have been seen by or engaged with more than 4 million people globally and online, making it the largest supporter of disabled artists worldwide.

[www.weareunlimited.org.uk](http://www.weareunlimited.org.uk)

We're unique. We work across the whole of the UK and across all disciplines, proving that disabled artists are, indeed, unlimited.

### Changes ahead

Unlimited is transitioning into being an independent organisation from 2022 with a new mission and new values – and a new way of working.

Unlimited will have a hub in Wakefield, West Yorkshire, although most of the team will be geographically dispersed. This means a team member could be based anywhere within the UK, and work either from home, from a local arts venue or from a mixture of the two – whatever suits that team member best (and dependent on which local arts organization we can persuade!).

It's a strange time to be transitioning into independence as, like all arts and cultural organisations, we face unprecedented challenges – and perhaps opportunities – as we emerge from the COVID-19 pandemic.

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One thing is certain: the work of disabled artists is **more vital than ever**, and by pursuing our vision and practising our values, we'll play our part in the cultural, social and economic recovery and future of the arts sector not just in the UK, but internationally. With an intersectional disabled-led team and board, we are passionate about not just talking about equality and diversity but actually putting it into action.

We're thrilled to be recruiting for this role to join our team at Unlimited as Administrator.

We look forward to receiving your application, which we're asking you to submit by 12 noon on 14 February 2022.

Best wishes,

Jo Verrent, Senior Producer (becoming Director),  
(she/her)



## Before you start...

We hope this pack gives you all the information you need.

There's a lot of information we want to share with you, so we've split this document into the following sections:

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If you have any questions, please email Jo Verrent ([joverrent@weareunlimited.org.uk](mailto:joverrent@weareunlimited.org.uk))

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## Unlimited

Unlimited has been a programme since 2013 and became a Charitable Incorporated Organisation in 2021. Our new mission is:

Unlimited shall commission extraordinary work from disabled artists until the whole of the cultural sector does. This work will change and challenge the world.

We have four Values:

- We are Unlimited
- We value Artists
- We value Equity
- We are Radical

Our mission and values are for the board, staff, freelancers, artists, allies and others with whom we connect. We will ensure they are at the heart of what we do and how we do it.

You can read more about the mission and values [here](#):

From January 2022, we will:

- **Commission** 10 - 17 disabled artists/companies through an open application process for Partner Awards (co-commissions with organisations throughout the arts sector) plus undertake some strategic commissioning.
- **Develop** the skills of our current disabled artists, our alumni (those we have shortlisted or funded before) and others, plus the organisations we are working with on commissions, our allies (organisations who share the same goals as us).
- **Connect** up disabled artists and organisations throughout the sector, across the UK and internationally.
- **Change** the sector for the better through resources, campaigns and advocacy.

Unlimited has funds until March 2023, so this role is offered on a fixed term basis until March 2023, however Unlimited will be applying to become an [Arts Council England National Portfolio Organisation](#) (decision due September 2022) and the aim is to extend this role.

We have a new hub base in Wakefield, and are looking for a team that is geographically dispersed across the UK.

You can read about our history [here](#).

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## What we do

Unlimited commissions disabled artists and companies – across all artforms, all at sizes and scales, for indoor and outdoor events, for many different audiences. Here are just a few examples of the work we have commissioned.



Top: Unlimited House of Krip – the first disabled Vogue House in the UK. Photo Photo:Fotocad.

Bottom left: Cherophobia by Noemi Lakmaier – a durational installation where the artist was suspended by party balloons until they floated, pictured here at Sydney Opera House, Australia. Photo: Don Arnold/WireImage.

Bottom right: John Kelly, musician – supported to research and develop the potential of his music on online. Photo Emile Holba.

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We run events and development activities, such as our regional Connects events, or our showcasing events where we highlight particular types of work. You can read more about these on our [blog](#) which is a good place to look to learn more about us.

We work with an intersectional, diverse group of artists – and you can find out more about our artists and commissions [here](#) - and find data on who applies and who we fund [here](#).

## Meet the team

Unlimited is steered by a board of trustees (currently 92% disabled people), you can read about our board [here](#). Our current programme team is a team of 8 (currently 75% defining as disabled people and 25% defining with access requirements)



Unlimited team retreat. Photo: Claire Griffiths

Based at Shape Arts, we have:

- Harry Murdoch (Programme Coordinator) he/him, front row, far right.
- Marlo Savin (trainee) he/him, back row, middle
- Isabella Tulloch Gallego (Programme Manager) she/her, back row, left

Based at Artsadmin, we have:

- Ellie Liddell-Crewe (Project Manager) she/her, front row, middle right
- April Lin (trainee) they/them (on the screen)

And based elsewhere in the UK (as part of our piloting geographically dispersed working) we have:

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- Toni Adebajo (Programme Support) she/her, back row, right
- Jo Verrent (senior producer) she/her, bottom row far left
- Rachel Walker (Artists Support) she/her, front row, middle left

Jo will be the director of the independent Unlimited; Isabella and Ellie will move to roles as programme managers.

## Key facts about the role:

**Annual Fee:** £23,000 per annum.

**Employment type:** Initial 12-month fixed term role, potentially leading to a permanent role when additional funding is confirmed.

**Hours:** The role is budgeted at full time, although could be part time or a job share if required. As a team we have a highly adaptable working culture with flexible working hours and occasional travel and weekends/evening work when artworks require it.

**Remote Working:** All the team will work from home, from a local arts organisation base (when determined) and, if within commutable distance from Wakefield, at the hub office. For this role, preference may be given to candidates who are able to work from our Wakefield hub 2-3 days per week, given the nature of the role.

**Training and development:** Unlimited is committed to staff training and development, individually and as a team.

**Access:** Unlimited is delighted to meet reasonable adjustments, to adjust existing practices and procedures to meet access requirements and supports all team members to apply to Access to Work to cover relevant costs.

## The Role: Administrator

As Unlimited prepares for independence, setting up the CIO and formulating new communications systems we will begin to lose skillsets we have in our parent organisations. These skillsets need to be replaced, so we are creating a number of new roles. The Administrator is one of these.

The Administrator will work closely with the whole staff team. We hope the successful post holder will help us shape the role over time and build the skills of the team.

The duties of this role are:

- To provide administrative support to the Unlimited team

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- To deal with day-to-day administration of the company and support the administration of Unlimited team projects
- To lead on data input into our CRM, monitor links and create relevant reports
- To manage data monitoring in relation to equal opportunities, geographic spread and art form range
- To deal with general enquiries and artist enquiries in a positive, proactive and relationship focused way
- To assist with preparation of reports for Trustees and Funders
- To assist with booking access support when required
- To support the Director and Senior Producer in preparing documents for meetings and presentations
- Staying abreast of new and emerging trends, best practice in administration and bringing new ideas to the team
- Attending occasional conferences, exhibitions and promotional events
- Participating in company activity and meetings as requested by the Director

The following commitments are required of all the team:

- Adhering to Unlimited's values and our policies and procedures; contributing to their development to make them more accessible and inclusive
- Championing intersectionality and diversity in all its forms
- Working collaboratively and supporting other staff in their areas of work when required
- Any other duties that may from time be required by the Director or Board of Trustees

## **What we are looking for**

This is the person specification for this role, we expect those applying to meet all the essential requirements and have some of the desirable ones too.

### **Essential**

- Minimum of 2 years experience in an administration role
- Experience of scheduling meetings and online diary management
- PC literate with good knowledge of Microsoft Office, especially Excel
- Good time management and ability to prioritise workload in a busy environment
- Ability to work both as part of a team and unsupervised
- Good attention to detail, accuracy, and a methodical approach to admin tasks
- Commitment to best practice

### **Desirable**

- Experience of CRM (Customer Relationship Management) software

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- Experience of servicing board meetings
- Experience of working with a team with varied access requirements
- Experience of organising travel and accommodation itineraries
- Experience of issuing contracts
- Experience of Submittable portal or similar online recruitment tools
- Experience of arranging DBS checks
- Experience of arranging elements of conferences and events
- Enthusiastic about Unlimited's vision
- Experience of remote working
- Adds to the diversity of our current team

## How to Apply

We use Submittable for applications. This is an online application portal. Applications can be made via text, audio or video – please use whichever methods you prefer.

Ultimately, we want to know why you'd be great at this role, and we don't mind how you share this with us. If you prefer, you can also apply via email, and we will upload the contents to Submittable ourselves.

You can access the Submittable portal for this application here:

<https://bit.ly/3F38M86>

You can access a Word doc version of the questions here: <https://bit.ly/3FPvem5>

If there's another method you'd prefer to use due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

Whichever way you decide to apply, please share with us any feedback you have about the application process.

We'd like to receive your application by **12 noon on 14 Feb 2022**

If you have any general questions about applying, please email Harry Murdoch ([info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk)). If you have a specific question about the role, please email Jo Verrent ([joverrent@weareunlimited.org.uk](mailto:joverrent@weareunlimited.org.uk)).

## What happens next?

We recognise how much time and effort goes into crafting and submitting an application, so **we'll review each with the same care and attention**. We do this by looking in detail at the application with reference to our essential and desirable qualities mentioned in the person specification above.

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We do not anonymise applications and we reference equalities data for balancing our shortlist as one of our scorable criteria is to add to the diversity of our team.

We currently anticipate hosting interviews on **1 March 2022**.

If this date does not suit you, **please tell us** in your application.

For this role, interviews will be virtual on Zoom, unless the interviewee has a different preferred platform. If preferred, for this role, we may also conduct interviews in person in Wakefield, for candidates living within a commutable distance.

If you are selected for interview, **we will send you the interview questions in advance**. This is usually a couple of hours before the interview itself (this is so people don't over prepare – it's not an exam and the questions don't require research or have 'right' or 'wrong' answers). If, for access, you would like them earlier than this, just let us know.

There may be a task at interviews – you will receive more information about this if selected for interview.

We hope to let you know by **18 February 2022** if you are being invited to interview. We will let you know if our timelines change, and you will hear from us no matter what the outcome of your application.

Every selection panel for every role at Unlimited will include at least one person of colour and a minimum of 50% disabled people.

If your application does not result in an interview, we will let you know but sadly we can't offer feedback if we have received over 30 applications for a role as we just don't have the staff capacity.

If you are interviewed, we are happy to share with you the areas in which we felt your interview and application could have been stronger by email or in a short (15 min) video or telephone call.

## **Inclusivity, diversity & access**

Unlimited loves inclusivity and values lived experience in all its forms.

People from the global majority\*, who are LGBTQIA+, disabled\*\* and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

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\* This includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

\*\* This includes but is not limited to, those who define as disabled people, as people with long term health conditions, as deaf, Deaf, neurodivergent or in relation to their access requirements.

People from these groups are still currently under-represented in the arts nationwide, and we are committed to challenging and changing this.

In addition to this written format, this application pack is available in large print, audio and BSL formats available from here:

<http://www.weareunlimited.org.uk/join-our-team-as-the-new-administrator>

We are happy to provide video, Braille or Welsh language versions on request, please email Harry Murdoch ([info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk)) or call on 07506 679968.