

Assistant to the Director & Programme Support

Kettle's Yard

Deadline: Sunday 18th May
Job Reference: DC45870



Assistant to the Director & Programme Support

Salary:

£26,942- £30,805 (pro-rata)

Contract:

Part-time, temporary to
31/05/26

Location:

Cambridge

Faculty / Department:

Kettle's Yard

Reports to:

Director, Kettle's Yard

Working Pattern:

Part-time, starting at 0.6 FTE
(3 days a week) with possible
potential to increase from
Autumn 2025.

Role Overview

Kettle's Yard is a beautiful house with a permanent collection of over 1500 art works and a gallery presenting a changing programme of exhibitions and displays, focusing on 20th and 21st Century art. The public programme encompasses research, talks and events, publishing, chamber and new music, learning and projects with artists and local communities. Kettle's Yard has an international reputation for the quality and scope of its activities and our mission is to contribute to society by inspiring and engaging audiences through art, learning and research of the highest quality.

Assistant to the Director & Programme Support provides administrative support to the director and undertakes tasks related to the efficient planning and delivery of the programme.

Purpose of the role

To provide administrative support to the director and to assist with the efficient and effective functioning of their role. To be responsible for the efficient operation of administrative processes and systems which support the planning, reporting, budgeting and delivery of the programme. To provide general administrative support as required, such as taking minutes at Committee Meetings and arranging larger meetings.

Assistant to the Director & Programme Support is a member of the House Keeping Team (HKT) and therefore contributes to developing policies and undertaking tasks concerning especially access, inclusion, anti – racism, environmental sustainability, fundraising and income generation.



Key responsibilities

- Provide administrative support to the Director, including: diary management and arranging meetings, booking and arranging travel, note taking, collating and filing expenses, maintaining key contact lists, including staff, Committee members, and other stakeholder groups. Being a first point of contact and managing and responding to enquiries.
- Provide support to the Director in his role as head of programme through organising and maintaining files and planning documents, arranging regular meetings of the programme team, taking and circulating notes as required.
- Assist the Director with maintaining and developing key donor and stakeholder relationships.
- Support the Assistant Director and the Administration & Reporting Assistant to ensure reporting requirements and deadlines are met by the programming team. Support the programming team to compile and prepare reports and keep related spreadsheets up to date. Assist in administering funding applications and data collection to meet funder requirements.
- Support the running of events at Kettle's Yard when required.
- Act as 'secretary' to the Senior Leadership Team (SLT), and the Kettle's Yard Music Committee by compiling, circulating and filing quarterly Committee papers and taking the minutes of meetings. Providing organisational and administrative support for other regular meetings, including House Keeping Team Meetings.
- Assist with the implementation of current and new organisational procedures and administrative systems, liaising with the Operations Manager and other managers as required, and attending monthly Operations meetings on behalf of the programming team.
- Set up and maintain processes to support the efficient planning and delivery of the programme, in liaison with other colleagues. Support the programme team with maintaining and updating budgets.
- Support the Operations Manager and wider front of house team in relation to the effective management of the office and public events, through championing new ways of working, environmental sustainability and compiling and collating programme related data.
- Depending on the personal circumstances of the post holder, be a building key holder.
- Seek to uphold Kettle's Yard's Values and contribute, as appropriate, to organisational policies, plans and working groups including: financial resilience, inclusion, access, anti-racism and environmental sustainability.

Person Specification

Criteria	Essential	Desirable
Experience		
Providing administrative support in a busy office as part of a team	✓	
Managing multiple tasks and deadlines	✓	
Diary management and making travel arrangements for senior staff		✓
Working in an arts or cultural organisation		✓
Skills		
Confidence with IT (including Excel) and ability to learn new computer-based processes as required	✓	
Strong literacy skills and attention to detail	✓	
Ability to multi-task	✓	
Ability to take accurate notes of meetings	✓	
Ability to communicate with and liaise confidently and clearly with a wide range of stakeholders	✓	
Experience of collating data and information for reports		✓
Qualifications		
Educated to A level standard / NVQ level 3 or equivalent level of practical experience	✓	
Administrative related qualifications		✓
Additional requirements		
An interest in the visual arts		✓
The ability to work evenings on occasion	✓	
A commitment to inclusion, anti-racism and environmental sustainability	✓	

Other Information

Working Conditions
Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.
Physical Requirements
Requires normal physical effort associated with an office environment (or equivalent).
Sensory Requirements
Uses normal office equipment and/ or standard tools.

The University expects that you will:

- Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

Terms of Appointment

Tenure and probation

The appointments will be made on a part-time, temporary basis.

Appointments will be subject to satisfactory completion of a three-month probationary period.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you

will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Equality and Diversity

We particularly encourage global majority candidates and people with disabilities to apply for this vacancy as they are currently under-represented at Kettle's Yard. If you wish you can self-identify in your personal statement.

Information if you have a disability

The University welcomes

applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact us at hr@kettlesyard.cam.ac.uk.

About Kettle's Yard

Our Values:

1. Openness

Encompassing our commitment to access, equality, anti-racism and enriching communities. Seeking to be generous and caring, making a programme of events and activities inspired by Jim and Helen Ede's vision of a place in which everyone is welcome and can be enriched.

2. Creativity

Fundamental to the ethos of Kettle's Yard, from inspiring visitors to be creative in their own lives and communities, to the diverse creativity of the artists we support and whose work we present, to how we think about the future of Kettle's Yard.

3. Collaboration

Working with others - to learn from them and achieve stronger and richer outcomes. Contributes to sustainability through adding value and efficiency when exhibitions and projects are organised collaboratively and shared widely.

4. Insight

As part of the university, we undertake, enable, and disseminate research to generate new insights about art and artists, so deepening knowledge and enriching public engagement. We can elicit valuable insights and learn and grow as an organisation through conversations - whether with children and young people, members of the community, visitors or among our colleagues.

5. Sustainability

There is a cost to our existence and our work. Addressing how we run Kettle's Yard to reduce our carbon footprint is essential. We need to act and plan to reduce waste of all kinds and strengthen our financial resilience to secure our long-term health and wellbeing. This runs across everything that we do.

Our mission is to contribute to society by inspiring and engaging audiences through art, learning and research of the highest quality. We believe that great art should not be the privilege of the few, but for everyone. Our values reflect Kettle's Yard's creator Jim Ede's support for artists and belief in art's power to make us look again and change how we act in the world.



The University

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at Kettle's Yard

Kettle's Yard has a staff team of around 70 employees; approximately half of which are our customer-facing Front of House team and the other half, our back-office team including curatorial, community & learning, development, communications, events, finance and operations teams.

As a small but ambitious organisation, collaborative working and teamwork is key and we encourage opportunities to bring staff together across teams. We have a number of working groups in different areas that are open to all staff as well as regular all-staff meetings to encourage information, support and idea sharing across teams.

The Assistant to the Director & Programme Support role is part of the Curatorial team. The role is based on-site at Kettle's Yard in a shared office space which includes some hot desking, although occasional hybrid working may be possible when tasks allow, to be agreed with the line-manager.

The temporary vacancy provides backfill to this role whilst the substantive postholder is seconded to a specific project within the wider team. During this period and with the part-time nature of the cover, the key priority of the role is the day-to-day administrative support to the Director, with support expanding to the wider curatorial programming team where capacity allows.



The key working relationship for this role is with the Director, however the nature of the work means that the postholder will be a key point of contact for colleagues across Kettle's Yard as well as liaising with groups such as Kettle's Yard committees and colleagues in the wider University.

This role is a great opportunity for individuals with strong administration skills that are looking to build on this experience in the arts and creative sector.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system. Please complete the online application form including examples of how you meet the essential requirements for the post.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Alison Waterhouse

Email: hr@kettlesyard.cam.ac.uk

The closing date for applications is: end of day, Sunday 18th May

Interviews are expected: Thursday 29th May