



Information Pack: Part-time Volunteer Assistant Administrator

Information about Imagine

Imagine Therapeutic Arts is a community based project that has been running for 14 years. Currently run by Hisako Simon, Laura Ridolfi and Robin James, Imagine offers a safe space where, through art, people can turn their life crisis into an opportunity for self-renewal and change. Interested in the spiritual dimension of mental and physical health and in how the artistic practice can influence them, we work alongside the members in the shared studio space, thus creating a unique artistic-therapeutic community. Our aim is to facilitate each member's access to their own creative potential. We provide a supportive and inspiring environment where personal creativity is cultivated and developed within a social context, through both open, as well as structured, theme-based groups for adults and young people.

Job Description: Part-time Volunteer Assistant Administrator

Imagine is looking for a part-time assistant administrator (2 afternoons per week: Monday and Thursday 2-5.30pm) to join the team in the next phase of development. The candidate, enthusiastic and responsible, will assist in maintaining the quality of the studio space as well as being involved in the financial management. A 6-month or longer commitment is required.

Tasks would include:

- Help with the monthly cash book management (ex. filing invoices)
- Filing and updating of Bursary Fund account
- Help with maintaining studio equipment, art materials and refreshments stock

Key Skills Required:

- Organised and accurate, attention to detail
- Good general administrative skills
- Able to work on own initiative as well as part of a team
- Good working knowledge of Microsoft Office, particularly Word and Excel
- Good communication skills, written and verbal
- An interest in the arts, health and well-being
- Experience with fundraising is a bonus

Benefits will include:

- The opportunity to pursue your own artistic work during the Studio Practice Session (Mondays, 2-5pm)
- A 50% discounted fee to attend as a participant any other part of the Imagine programme would be available to those interested.

To apply for the position, please email a covering letter with your CV to Hisako Simon %:

Imagine Therapeutic Arts

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You can see a short film about Imagine following this [link](#)