

Job description: Skills and Events Administrator

Job title:	Skills and Events Administrator
Salary:	£28,000
Contract:	3-month fixed-term contract
Hours:	Full-Time (35 hours per week - part-time considered)
Location:	Farringdon, London, EC1N (Hybrid working: 2 office days per week and 3 days remote.)

About Icon

Icon, the Institute of Conservation, is a charity and professional membership organisation dedicated to safeguarding cultural heritage and championing the value of conservation.

Icon's vision is to protect, preserve and promote our treasured cultural heritage through cultivating skilled conservation professionals, supporting meaningful collaboration across the cultural heritage sector, and delivering public benefit through engagement and advocacy.

Icon's mission is to represent and support the practice and profession of conservation by promoting the public value of caring for cultural heritage and upholding high standards and ethics in conservation practice.

Icon ensures that the guardians and owners of objects, buildings and collections can access knowledgeable and passionate professionals who will help them safeguard the physical remains of our past for the future.

With a membership of almost 2,500 individuals and organisations, Icon brings together conservators working in all disciplines as well as conservation scientists, educators and many others with an interest in conservation. Icon's membership takes an active part in the running of the organisation and the delivery of services to members. Icon has 27 specialist interest groups each of which runs an active programme of lectures, training and social events for members.

About the role

Icon's Skills and Events Administrator will be responsible for the day-to-day operation of our continuing professional development, professional accreditation and training activities to support the development of a highly skilled conservation-restoration workforce.

You will be committed to building on Icon's achievements in standards development, education and training. This is a broad role, giving you the opportunity to work closely with Icon's 400+ volunteers and providing a meaningful impact on the working lives of professional conservator-restorers across the UK and further afield.

Icon's office is in Farringdon, London, where this role is based. Icon operates a hybrid working policy with staff based in the office a minimum of two days per week, and the remainder worked remotely. The post-holder will report to the Accreditation and Skills Manager.

Specific duties

- Day-to-day administration of Icon's accreditation programme, coordination of assessments and internal quality assurance processes.
- Oversee Icon's e-portfolio system, ensuring all aspects are appropriately set up and all user groups fully understand how the system should be used.
- Supporting the Accreditation and Skills Manager to coordinate all aspects of Icon's annual CPD Review - including the issuing of formal notifications, collating submissions and feedback and review processes.
- Oversee the operation of Icon's Mentoring Scheme, matching members with volunteer mentors, working with the Accreditation and Skills Manager to provide day-to-day support for all parties.
- Maintaining records on Icon's CRM platform to ensure full compliance with all quality assurance and management requirements.
- Working with the Policy and Programmes Director to develop, market and deliver Icon's annual programme of in-person and online skills training events.
- Support the Accreditation and Skills Manager to maintain policies and procedures that underpin all assessment services.
- Day-to-day administration and support for Icon's Internship Programme.
- Working alongside the Business and Projects Officer and Membership Officer to set up and support events and training delivered by Icon's 25 specialist groups.
- Any other responsibilities that may be reasonably requested by the Chief Executive or the Policy and Programmes Director.

Person Specification

Training, experience and qualifications	
<p>Essential:</p> <ul style="list-style-type: none"> • Track record of coordinating projects and activities including events. • Track record of efficiently administering personnel/membership data. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working for a charity. • Experience in a heritage-based organisation. •
Knowledge and skills	
<p>Essential:</p> <ul style="list-style-type: none"> • Ability to gather, structure and present information clearly and concisely. • Coordination of multiple tasks. • Basic financial reporting skills • Ability to use office IT applications, particularly spreadsheets, databases, 	<p>Desirable:</p> <ul style="list-style-type: none"> • An understanding of CPD and mentoring. • An understanding of professional training and standards i.e. professional accreditation. • Knowledge of the Conservation sector.

word processing and website applications.	<ul style="list-style-type: none"> • Able to write for public audiences.
Other	
<p>Essential:</p> <ul style="list-style-type: none"> • Strong communication (oral and written) skills. • Diplomacy and discretion. • Ability to work closely and collaboratively with a range of colleagues, including volunteers. • Willingness to work effectively and constructively as part of a small team and to alter patterns of working to meet organisational needs. • Flexibility and willingness to develop. 	<p>Desirable:</p> <ul style="list-style-type: none"> • A passion for the arts, heritage or cultural sector

To apply: Please visit Icon’s website to download the application form for this role. If there are any reasonable adjustments that we can make to support your application for this post, please email recruitment@icon.org.uk.

Application Deadline: Friday 14 March 2025 at midday

Professional Development: As an organisation committed to championing conservation and supporting the careers of our conservator and heritage professional members, we are equally committed to supporting Icon staff with continuing professional development through both access to Icon training opportunities and external development opportunities.

Equality, Diversity and Inclusion: Being inclusive is one of our core values. As an organisation Icon values diversity and recognises that the broad range of backgrounds, experiences, views, beliefs and cultures represented within our staff, trustees and membership greatly enhances our organisation. Icon is therefore committed to supporting, developing and promoting equality, diversity and inclusion in all its activities. We aim to ensure that opportunities are open to all those who are passionate about caring for heritage.