

Office Assistant

PART TIME AND FIXED TERM

GHAT Background

Grampian Hospitals Art Trust (GHAT) is a leading Scottish charity providing access to art in hospitals in Aberdeen and the North East of Scotland. Since the launch of the original Hospitals Art Project in 1985, GHAT has been working across all NHS Grampian facilities and sites (240 venues and 155 facilities) to ensure that communities in Aberdeen and the North East of Scotland have access to our services.

Our purpose is to enhance the wellbeing of all those within NHS Grampian premises through the promotion, enjoyment and where possible, the participation in art activity. We do this by providing the following:

The Healing Environment: For thirty years GHAT has worked with the NHS to improve our hospitals with original art and design to create a more welcoming and comfortable environment. Our work is unique and well admired in the UK medical sector and is recognised by NHS Grampian as an important element of our high-quality hospital environment.

Changing exhibition spaces including the newly opened 'The Suttie Art Space' (TSAS) which is the first purpose built art gallery in an acute hospital in the UK. It has been open for less than a year but already has become a huge asset to the Foresterhill site, providing a peaceful refuge for patients, staff and visitors alike. GHAT also programmes a smaller exhibition space in the original GHAT gallery in ARI within a well used waiting area.

Artroom: For the last eight years GHAT has complimented this work by developing and running patient-centred Artroom sessions. These were developed using the "Art in Hospital" programme as a model. This programme has been running successfully in Glasgow and the surrounding area for over 20 years. GHAT currently runs four Artroom projects which works directly with patients and families.

Role:

To assist with the general day to day services of the GHAT office activities and be the first point of contact for enquires. The Office Assistant will provide a consistent and reliable office presence and administrative support to the GHAT Director so that there is an effective interface with all those who make contact with GHAT – staff, public, board members etc.

The post of for 12 hours spread across the week.

This is fixed term post, supported by external funding.

27 days Annual Leave entitlement (pro-rata)

Other benefits delivered in line with HMRC and ACAS requirements

Application Procedure

Applicants are invited to submit:

- A written statement outlining (no more than 500 words)
 - why you wish to apply for this post
 - evidence of previous and relevant experience
- A CV demonstrating evidence of your experience of office administration. Please supply an electronic copy of your CV if at all possible
- The ability to relate to different groups and people will be required
- Two referees

GHAT cannot accept responsibility for non-delivery and advise applicants to use a recorded delivery system and add a read receipt to any email.

Applicants should ensure that their applications arrive by the deadline date as applications that arrive after the deadline date will not be considered.

The selection board at GHAT will assess the applications and a shortlist will be drawn up of the most appropriate.

The panel reserves the right not to appoint any applicant.

Interviews for potential candidates will be held on the week beginning 18th April 2016.

The deadline for submissions is 5pm Friday 15th April 2016

Apply via email or post to:

Sally Thomson – GHAT Director

Grampian Hospitals Art Trust

Art Office

Aberdeen Royal Infirmary

Foresterhill Road

Aberdeen

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