



# Temporary Data Entry Assistant

Job Pack 2025

**Our vision is that the power of the arts unlocks hope, talent and potential in the lives of people in the criminal justice system.**

**We are looking for a skilled Data Entry Assistant (temp) to join us in making this happen.**

### About Koestler Arts

Koestler Arts is renowned for its impactful work within the criminal justice system. From our new premises just outside HM Prison Wormwood Scrubs in East Acton our team works together to deliver our mission – to inspire participation in the arts by people in prisons and beyond and to build public recognition of their creative work, fostering communities that support rehabilitation.

We provide an annual awards programme – the Koestler Awards – open to people in prisons, secure mental health hospitals, immigration removal centres, and more; a post-release arts mentoring scheme; arts membership for people in prison; family engagement opportunities; and a programme of exhibitions, events and publications. We work in partnership with other organisations and art world experts; recent exhibition curators include Ai Weiwei, Jeremy Deller & John Costi, and women in HM Prison Low Newton.

### About the Role:

As our Temporary Data Entry Assistant, you will work closely with the Database Manager and Arts Team Assistant to process data from entry forms submitted to the Koestler Awards onto our Harlequin database. Your work will be crucial to our timely response to every entrant to the Awards. You will maintain speed and accuracy as you type in data from the 7,000 - 8,000 entry forms we receive adhering to all our processes and policies, particularly confidentiality.

### What You'll Do:

- Play a key part in processing data from entries to the Koestler Awards.
- Raise issues on individual entry forms with staff and contacts.
- Help with other duties that may arise, such as showing visitors around the building and assisting with events.

- Help with other office administration as required, including responding to enquiries in person or by phone.

## Who We're Looking For:

The ideal person for this position will be able to focus in a busy working environment, have strong attention to detail, and have a background in large-scale, repetitive data entry.

- Experienced in data entry, office administration and handling confidential information.
- Proactive and organized, with a keen eye for detail.
- Strong interpersonal and communication skills.
- Experience working in a small team.

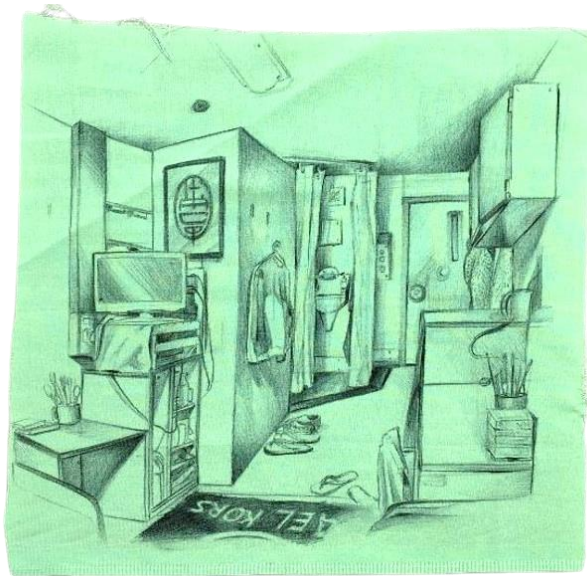
<b>Contract:</b>	Temporary, 3 months
<b>Salary:</b>	£26,703 pro rata (paid monthly in arrears).
<b>Hours:</b>	Mon - Fri, full-time, 35 hours a week.
<b>Line Manager:</b>	Database Manager
<b>Staff Managed:</b>	None
<b>Location:</b>	Koestler Arts Centre, 170 Du Cane Road, London W12 0TX.
<b>Holidays:</b>	25 days a year + bank holidays (pro rata).
<b>Pension:</b>	Eligible staff will be auto-enrolled into the charity's pension scheme, with an option to 'opt out'
<b>Start date:</b>	W/c 28 April, 2025 (or as soon as possible after this date).
<b>End date:</b>	W/c 21 July, 2025 (or 3 months after start date).

## How to apply:

Read through Job Description and Person Specification. Apply by email to [recruitment@koestlerarts.org.uk](mailto:recruitment@koestlerarts.org.uk) including:

- Your CV, which should detail which experience is full/part time and paid/unpaid.
- The completed Application Form, available to download from our website. Please make sure you complete all fields, including the two application questions.
- Applications will be assessed against the Essential and Desirable Criteria (outlined in the person specification table, page 10).
- Please mark the email: **“Application for Temporary Data Entry Assistant.”**





Artwork: *Home Strict Home*, HM Prison Wayland, Gold Award for Drawing

## Diversity & Inclusion

We are committed to building an inclusive team that shares a passion for the charity's 60-year legacy inspiring life-changing art. Every time we add to our small team is an opportunity for us to bring in a new perspective, and to better represent our diverse range of participants and audiences. We strongly encourage candidates of all backgrounds and identities to apply.

We have a **guaranteed interview** scheme for people with recent lived experience of prison. Please mark the relevant section of the application form, if you'd like to apply through this scheme.

If there's anything we can do to make our recruitment process more open to you please let us know.

## Hybrid/Office Working:

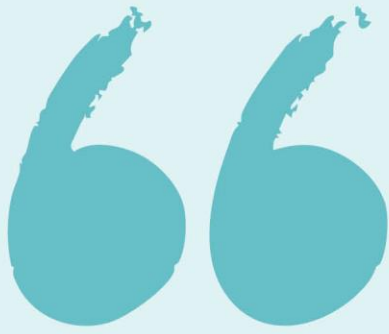
This is an office-based role. As a small team, everyone is asked to assist with visitors and enquiries.

## Pre-Employment Screening:

Applicants must demonstrate eligibility to work in the UK and undergo a basic Disclosure and Barring Service (DBS) check.

## Equal Opportunities and Safeguarding:

We are committed to diversity, equity, and inclusion, with zero tolerance for any form of abuse or discrimination.



***'I didn't think I could ever be proud of my son again, but I am, we both are... My mind is at a certain peace and all this has been brought about by the Koestler Arts exhibition.'***

— Exhibited artists' Family Day attendee

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***'We were touched by the variety and quality of artwork, and our ideas (about prisoners) have been challenged and changed.'***

— Exhibition visitors

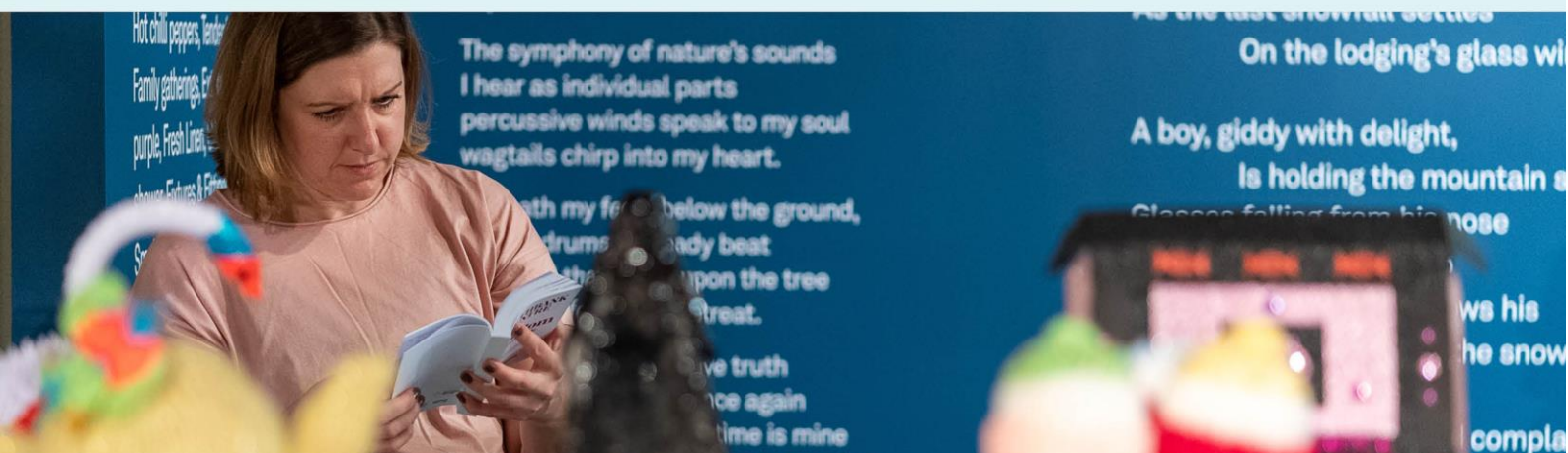
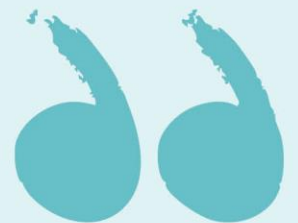
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***'While the world is falling to bits outside I write my poems and short stories...***

***...It keeps me sane.'***





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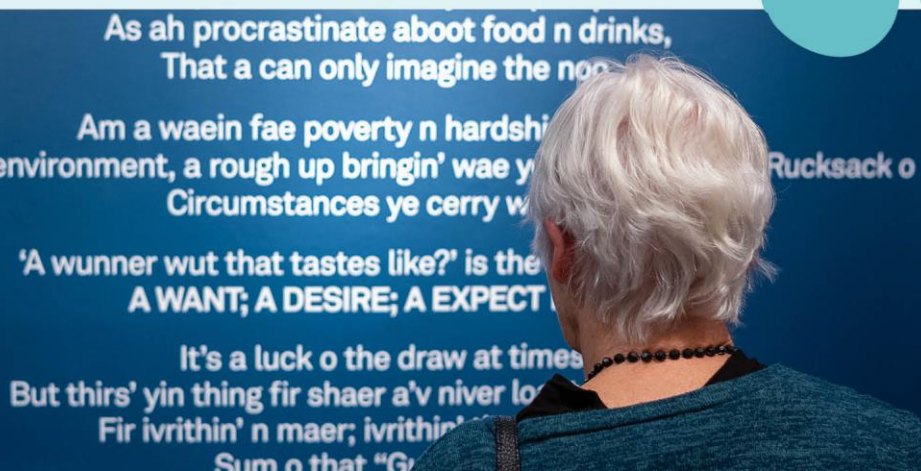
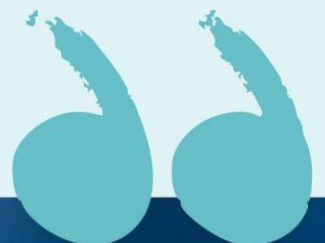
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*...It keeps me sane.'*



# Temporary Data Entry Assistant – Job Description

## Main aim of the post

- To support the team and the 2025 Koestler Awards by transferring data on thousands of entrants and artworks from entry forms to the Harlequin database.

## Duties

1. Transferring data to our Harlequin database from entry forms, submitted to the Koestler Awards, in 53 artforms and from many HM Prisons, Young Offender Institutions, Immigration Removal Centres, Hospitals, Psychiatric Units and Probation Offices throughout the UK, as well as British prisoners abroad
2. Adding new entrants, contacts, and establishments to the database as required
3. Raising issues concerning the contents of the entry forms with the Database Manager.
4. Helping keep the Koestler Arts Centre clean, tidy, safe and well-presented at all times.
5. Participating in team and organisation meetings.
6. Following Koestler Arts' procedures, e.g. for health and safety, GDPR, and equal opportunities.
7. Welcoming visitors to the Koestler Arts Centre.
8. Answering general enquiries in person and by phone.
9. Assisting with Koestler Arts events at the Koestler Arts Centre and elsewhere, possibly in the evenings or at weekends (time off in lieu would be given for those outside normal working hours).

The job description gives an outline of key duties and is not intended to be an exhaustive list. As a small charity, each staff member is required to help with a range of additional tasks for which guidance and any appropriate training is given. The post-holder may be asked to take on other responsibilities as reasonably requested by her/his manager





## Person Specification - Temporary Data Entry Assistant

Everyone applying for the job will be assessed against the below criteria.

Essential	Desirable
<b>Qualifications</b>	
1. A levels, or equivalent, or other qualifications that are evidence of a thorough secondary level education.	
<b>Experience and Knowledge</b>	
2. Experience processing high volumes of data and an understanding of the sensitivity around handling confidential information.	2b. Knowledge of GDPR.
3. Experience of carrying out administrative tasks using MS Office, especially Excel, in an office environment.	
4. Experience using a CRM database.	
<b>Skills and Abilities</b>	
5. Proven ability to be accurate when working with large volumes of data.	
6. Ability to type quickly and accurately (typing speed of 35wpm or faster).	
7. Excellent organisational skills.	
8. Working knowledge of Outlook, web, and IT packages, including Microsoft Word, Excel, and PowerPoint.	
<b>Attitudes and Values</b>	
9. Excellent timekeeping and reliability.	
10. Outstanding attention to detail.	
11. Flexibility and a willingness to learn, with a positive attitude to solving problems.	
12. Enthusiasm for the aims of Koestler Arts.	
13. A strong commitment to equal opportunities.	
14. Interest in the Arts and/or the criminal justice system and understanding of how the arts can be beneficial to people outside traditional arts settings.	14b. First-hand experience of being in prison or in another secure establishment, and/or of being on probation or other community sentence.

