



Creative Resources Administrator





Nov 2025

Thank you for your interest in joining Delight.

Delight is a leading arts education charity that uses the joy of the arts to create magic in learning. Over the last 10 years, Delight has been levelling the playing field for children from disadvantaged backgrounds through arts-based learning. Proven to result in strong outcomes for both children and teachers, our approach is effective at closing the opportunity and attainment gap for children affected by disadvantage and those with additional needs.

In the academic year 2024-25 we reached 2,250 children across Surrey and Croydon. We are forward thinking in our approach and collaborate with arts organisations and schools to co-create projects that are outstanding in content and deliver strong outcomes.

Delight is looking for an Creative Resources Administrator to join our energetic team. Delight is currently expanding to reach more schools to engage with our work and this new role is needed to fully drive to fully drive our creative materials/resources that support our arts-based learning programmes. Your focus will be on managing all of Delight's creative materials/resources across five arts-based learning programmes. You will lead on purchasing and packing our creative materials/resources ready to be supplied to our 35 partner schools. You will be working within the Programme Team and with our external delivery partner for logistics. This is a role with lots of opportunity for growth and is central to the smooth, day-to-day operation of our ambitious and welcoming arts education charity.

This recruitment pack includes a detailed Job Description and Person Specification. For more information about our work, please explore our website www.delightcharity.org.uk or our video which you can view here **Delight Trailer**. If you would like an informal conversation about the role before applying, please contact Jess Clarke, Head of Programmes on **01883 818 300**.



"Delight's programmes are unique, creative and inspirational."
HEADTEACHER



It made feel like I was getting more inspired by space art. Also it was really fun!
Sub



Doing my picture made me happy I felt proud after I finished.
-Gabriella



I had a couple of accidents making my frame my painting makes me feel happy.
maist

About Delight

Delight is a leading arts-based learning charity that uses the joy of the arts to create magic in learning.

We support schools in closing the opportunity and attainment gap for children affected by disadvantage and those with additional needs.

We develop our art, dance, drama and storytelling programmes with arts professionals, teachers and children. This is to ensure we offer excellent and relevant content that broadens horizons, develops personal wellbeing, and social and emotional resilience to improve engagement with learning.

Creative Resources Administrator Job Description

Delight is looking for a capable and reliable Creative Resources Administrator to manage all of Delight's creative materials/resources and support our Programmes team.

You will manage all of Delight's creative materials/resources that support our five arts-based learning programmes.

You will manage the full process from research and testing, through to purchasing, packing and delivery to supply our 35 partner schools with creative materials/resources to

support them in their programmes. Reporting to the Head of Programmes & People, you will work closely with our Programme Leads to understand the requirements and source materials that maintain Delight's high-quality arts programmes.

You'll be a strong project coordinator with good attention to detail. This role requires someone that is detail focused and is not fazed by managing many resources across multiple programmes.

Key responsibilities

Procurement

- Research materials/resources to programme specification requirements
- Develop relationships with suppliers
- Manage and work within specified programme budgets
- Calculating quantities and purchasing materials/resources

Fulfilment

- Pack resources for each programme according to specification
- Ensure our quality of fulfilment is maintained

Resource Stock Management

- Monitor and manage stock levels
- Clean, refresh and maintain returned resources

Quality Control

- Maintain rigour in resources
- Maintain the standard of our output and delivery of services, products and materials to match the high quality of our arts-based learning programmes

Resource logistics

- Manage outgoing deliveries
- Manage the return of resources

Other

- Work collaboratively within a small team.
- Adhere to Delight's policies and procedures at all times, including a clear commitment to safeguarding.
- Support the Programme Team with other duties as required.

*"It was
incredible: I felt
really powerful
and brave!"*

CHILD

Person Specification

In your application, please make sure you show us how you would bring the following skills, knowledge and experience that we are looking for to this role. We value the different experiences that people bring and will always look to provide opportunities for you to learn more about your role and help you gain more experience working at Delight.

Experience, Skills & Abilities

- Strong project management or coordination capabilities
- Well-organised, with effective problem solving skills
- A good eye for detail
- The ability to work both collaboratively and independently, as part of a small team.
- Numerate, with the ability to interpret and manage budgets and other financial information
- Confidence in managing budgets in Excel or willingness to learn

Knowledge

- Understanding of project operations and logistical requirements

Values and Style

- **Inclusivity:** This is at the heart of our work and we have a commitment to educational equality and social impact
- **Creative:** Innovative approach to problem-solving, encouraging imaginative strategies for organisational development
- **Rigour:** Commitment to maintaining high standards, systematic thinking, and meticulous attention to detail in all operational processes
- **Relationships:** Collaborative professional style, prioritising meaningful connections with team, stakeholders, and partners
- **Warmth:** Empathetic team-based approach, being part of creating supportive and inclusive workplace culture
- **Curiosity:** Proactive learner

Desirable criteria

- Knowledge of creative resources
- Experience in arts or education sector
- Previous experience in a nonprofit organisation
- Experience of managing materials/resources particularly those for education



Contract Terms

Delight aims to be an accessible and adaptable employer. We are happy to explore a range of working patterns.

Job title

Creative Resources Administrator

Responsible to

Head of Programmes & People

Key internal relationships

- Head of Programmes & People
- Programme Leads
- CEO
- Head of Operations and Finance

Salary

£26,500 This is a full time role.

Working hours

37.5 hours per week over 52 weeks. This is an office-based role due to its materials/resources focus. For the right candidate, remote working on a Friday may be considered.

Holiday

28 days including bank holidays.

Place of work

Delight office, 9b Station Avenue, Caterham, Surrey CR3 6LB.



How to apply

Delight believes in creating an inclusive, diverse and equitable workforce. We welcome applications from candidates currently under represented within arts education organisations.

Application deadline

11.59pm Friday 21st November 2025.

First interview

Monday 24th November 2025.

Second Interview:

To be set following the first interviews.

Ideal start date

December 2025.

To apply, please send a current CV and cover letter telling us how you meet the Person Specification to recruitment@delightcharity.org.uk

Thank you very much for your interest in this role. We look forward to hearing from you.

