**ADMINISTRATOR**

**JOB DESCRIPTION 2023**

**Role:** To support with the planning, development and evaluation of Immediate Theatre’s artistic programmes and provide key administrative support across the company.

**Responsible to:** General Manager

**DUTIES**

**Administration**

* To provide support to ensure effective administration across the company
* To take a lead on specific administrative projects and provide support for project staff
* To keep up-to-date monitoring information and manage the company database
* To lead on coordinating hires and room bookings
* To support the collation, filing and analysis of all quantitative and qualitative data and liaise with delivery teams to ensure evaluation is completed
* To assist with project reporting and contribute to company reporting
* To assist with the management of project budgets, payments, petty cash, and financial records as required
* To support HR systems including holiday and sickness records and supporting with recruitment
* To assist with the maintenance and updating of company policies and procedures
* To support aspects of office management including ordering stationary, maintaining office-based equipment and systems, and keeping the office in order
* To provide basic IT support to other staff and liaise with the contracted IT team as required
* To co-ordinate and minute team meetings, network meetings and other required meetings and distribute information.

**Artistic Programme**

* To support the planning, scheduling, delivery, and evaluation of a range of participatory arts projects and programmes
* To support specific projects such as summer programmes or our annual Social Action event, and support all company events
* To support fundraising activities, applications and campaigns where necessary
* To support other participatory projects as required and act as an ambassador for the work

**Communications**

* To work with the Marketing Officer and Schools Coordinator to carry out outreach and development work, engaging new participants and identifying ways to expand our work
* To support the Marketing Officer with the distribution of promotional materials for all programmes
* To assist with and contribute to specific campaigns and projects

**General**

* To take part in training, supervision and company development activities as required
* To ensure that Safeguarding and other relevant policies are understood and followed at all times
* To adhere to quality standards as set out in Immediate Theatre’s policies and procedures
* To attend and contribute to meetings; including staff and project meetings
* To undertake other duties associated with this post as requested

**Equal Opportunities**

To integrate anti-discriminatory practice into all aspects of work with the company and promote equality of opportunity in both service delivery and all matters relating to staff and volunteers.

**Safeguarding**

All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

**HOURS & SALARY**

This is a full-time post. Our usual working week is 35 hours per week (not including lunch break); office hours are 10am – 6pm (occasional weekend and evening work may be required).

Annual leave is 25 days per annum plus Bank Holidays.

**Salary:**  £24,928

**Duration:** Permanent post

**Office Base:** The post holder will work from Immediate Theatre’s office at Unit 1 The Sidings, 10 Andre Street, E8 2AA as well as other locations across Hackney.

**PERSON SPECIFICATION**

**Essential**

* Excellent and demonstrable organisation and administrative skills
* Self-motivated with great attention to detail
* Very competent Microsoft Office user, particularly Excel
* Good time management skills and experience of working to tight deadlines
* Excellent spoken and written communication and interpersonal skills
* An understanding of and commitment to Equal Opportunities
* An understanding of and enthusiasm for community arts practice
* A passion for and commitment to working with young people who would not otherwise have the opportunity to participate in quality arts activities

**Desirable**

* Experience of gathering monitoring and evaluation information and creating reports
* A good working knowledge of a range of software systems, particularly Microsoft SharePoint and Upshot
* Experience of planning and managing projects or events
* Experience of working with financial systems and databases

**Qualities**

We are looking for an individual who:

* Is adaptable and flexible
* Is enthusiastic about their work and willing to contribute to company activities
* Enjoys working with young people
* Enjoys problem solving
* Enjoys a challenge and can work under pressure
* Can work under own initiative and as part of a team

**ABOUT IMMEDIATE THEATRE**

For 27 years, Immediate Theatre has worked with young people and communities in Hackney and East London to ensure access for all to arts activities that break down barriers and engage people in debate. Immediate Theatre’s vision is for a society where questioning, articulate and motivated people create and collaborate to build thriving communities. Immediate Theatre’s purpose is to use theatre and the arts to help people engage with issues and concerns and to imagine the process of change. The term “immediate” implying the “right here” on your doorstep and the “right now” of what is happening today. We believe that the arts have an intrinsic role to play in society that that it should not be banished to institutions but be happening everywhere.

Our Objectives:

* To provide inspiring participatory theatre programmes enabling people to reach their potential and prevent exclusion and social isolation
* To create performances which explore social issues, engage people in the process of change and influence decision making
* To improve health and wellbeing and increase life skills and employability through engagement in the arts.

**HOW TO APPLY & TIME FRAME**

* Please complete an application form (do not send us a CV) which can be downloaded alongside the job description. We generally receive applications by email, but please let us know if you’d like to submit your application in an alternative way.
* Please ensure that you have completed the equal opportunities monitoring form which can be accessed via the link on the Job Opportunities page.
* For email please insert **YOUR NAME: ADMINISTRATOR** as the subject.
* Email your completed applications to [recruitment@immediate-theatre.com](about:blank)

**TIME FRAME**

**Application Deadline:** 10am on Monday 3rd April 2023

**Shortlist Contacted by:** Friday 7th April 2023

**Interviews:** Wednesday 12th April 2023

**Expected Start Date:** early May 2023

**SHORTLISTING AND WHAT WE’RE LOOKING FOR**

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don’t just tell us you’ve got great organisational skills; tell us about when and how you’ve used them (this can be an example from school, college/university or previous employment – tell us what you did and how you think that meets the criteria).

You might find it easier to use each of the essential criteria (and desirable criteria, if possible) for the PERSON SPECIFICATION as a heading and to write a short paragraph about each one. When writing your supporting statement, we recommend maximum of two A4 pages.

Shortlisted candidates will be contacted by email and invited to an online interview. If you are not shortlisted, we will notify you by email. Unfortunately, we do not have capacity to give feedback to people who are not shortlisted for interview, but if you are interested in discussing your career in the arts you are welcome to email us again to arrange a chat.

**INTERVIEW**

Interview panels vary but interviews are generally conducted by the Line Manager of the role together with one or two other persons from Immediate Theatre. We will provide some of the questions ahead of the interview so that you can prepare your responses in advance.

**OFFERS OF EMPLOYMENT**

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.