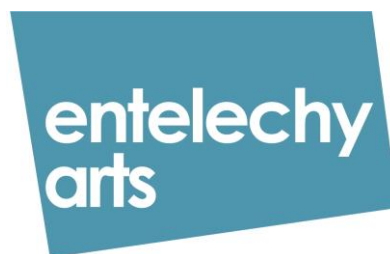


Entelechy Arts Administrator

## Job Pack & Job Description



### Job summary

You will be working closely with the Entelechy Arts General Manager to support office and team administration. You will nurture a welcoming, supportive and efficient office environment acting as a key contact across the teams and providing administrative support to an exciting range of programmes.

**Hours: 22.5 hrs per week £20,000 - £21,000 (pro-rata).**

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### About Entelechy Arts

Entelechy Arts is a pioneering arts charity working in the fields of art and social change. Based in south east London it has achieved national and international acclaim for its work with older people and those with complex disabilities. For 30 years the company has been making exciting, contemporary work in the centre of its community. This autumn we are co-hosting “Age Against the Machine” a Festival of Creative Ageing and producing a range of events and performances alongside our ongoing weekly programmes.

### Application

To apply, please send your C.V. and a covering letter (max one side A4) to [christine.lee@entelechyarts.org](mailto:christine.lee@entelechyarts.org) by 12pm, Tuesday 27 August 2019.

Interviews will be Friday 30 August.

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

## Key Attributes

- Minimum 18 months experience of working in an office environment.
- Can use a range of skills to make others feel comfortable
  - Excellent interpersonal skills: ability to create a warm and welcoming office space and interact with a wide variety of people of different ages and backgrounds.
- Always thoughtful in how you connect with others
  - Excellent communication skills: provides clear, appropriate and accurate information on phone, in person and in writing.
- Happy to be the go-to person for computer and office-based questions
  - Excellent IT skills: confident in Microsoft Outlook, Word, Excel
  - Eager to support the running of an organised office
- Fantastic eye for detail and ability to work to deadlines
  - Highly organised: confident at using and championing organisational systems
  - Thorough: great attention to detail
  - Excellent time-management skills
- Flexible and adapts well to change
  - Relishes making things better and more efficient
  - Ready to be adaptable in a changing workplace
- Passionate about contributing to work that's making more equal, connected and engaged communities

## Desirable attributes

- Passionate about art and creativity
- Experience using Salesforce or other CRM
- Experience working with vulnerable adults
- Experience taking minutes of meetings

## Key Responsibilities

- Team support
- Office and premises administration
- Financial administration
- Database and records
- Programme support

## Key Tasks

### Team support

- Circulating dates and maintaining the office calendar with programme delivery, events, staff working hours.
- Answering phone and responding to enquiries by email.
- Welcoming and supporting participants and volunteers.
- Supporting events, training and rehearsals.
- Monitoring dates of CRB checks and supporting application process.
- Taking minutes at team meetings.

### Office and premises

- Maintaining a comfortable and tidy office space.
- Monitoring and ordering stationery and refreshments supplies.
- Liaising with IT support.

### Financial administration

- Supporting Finance Manager with basic tasks, e.g. tracking some invoices and payments.

### Database and records

- Keeping the database and records up to date: data entry and tracking/collation of registers, participant information, team and supplier records.
- Filing and digital filing systems are well maintained.
- Ensuring programme outputs are archived and accessible: pictures, films, marketing etc.
- Supporting evaluation process by collating programme files with relevant data and outputs.

### Programme support

- Providing programme information to members, participants, carers and volunteers.
- Booking travel and meeting/rehearsal rooms; arranging food/refreshments.
- Issuing and tracking artists' contracts.
- Issuing relevant paperwork, e.g. registers and data collection forms.
- On-the-ground events support, as required, e.g. welcoming participants, collecting feedback.
- Supporting creation of marketing materials as required.
- Supporting regular updates of website and social network sites.

### General

- Attend staff meetings.
- Undertake any other reasonable tasks and activities as may be required from time to time.

### Other information:

- Hours and days negotiable
- 3 month probation period
- DBS required