



Administrator (P/T fixed term) Job Description May 2022

About the Opportunity

We are pleased to share that we are looking for an Administrator to join the Entelechy Arts team! This is an exciting role in the core team to help the organisation run smoothly.

If you are interested in the position please send a CV and covering letter to Gaia Bini by 10am on Monday 23 May 2022 gaia.bini@entelechyarts.org.

Interviews will take place in person at our offices in the Albany on Monday 30 May and the ideal starting date is Monday 13 June. If you have any questions or if you would like any support with your application, please get in touch with Gaia on 075 9358 0572.

Terms:

Fixed term mid June - December 2022 (6 months)

£23,000 - £25,000 pro rata

3 days (21 hours) a week

Normal office hours are 9.30am - 5.30pm, Monday to Friday (with one hour for lunch)

25 days holiday (pro rata) plus public holidays (pro rata) and 1 day for 'A Date to Create'

Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)

Normal place of work is the Albany, Deptford (SE8). Flexible hours and remote working options can be agreed, but we expect that the majority of this role will take place in the Entelechy Arts office in normal working hours, owing the nature of the role.

DBS required

Equal Opportunities

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 are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

Access & Support

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch to discuss how we can meet your support or adjustment needs for your application or interview. If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Gaia by email: Gaia.bini@entelechyarts.org or by phone: 075 9358 0572 who will be able to discuss further or arrange support.

About Entelechy Arts

Entelechy Arts is a hub of artists and changemakers creating pioneering projects which bring together art, care, wellbeing and community. We work with people who experience loneliness and face barriers to social and cultural opportunity and visibility: disabled adults and older people experiencing physical or mental ill health.

Our mission is to create a more equal society and reduce loneliness through our artistic programmes. Our work demonstrates the powerful creative contribution that any individual can make to the world, and brings people together. We empower communities to make artistic work with individual, local, national and international impact, co-created with our Associate Artists.

www.entelechyarts.org

Administrator role (3 days a week, fixed term until December 2022)

Key Attributes

- Excellent administrator
- Experience of working in an office / remote office environment.
- 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
- Diary management
- Experience of supporting basic finance functions
- Able to take accurate minutes
- Excellent communication skills: provides clear, appropriate and accurate information on phone, in person and in writing.
- Team player and keen to collaborate with colleagues
- Understanding range of access and support
- 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.
 - Flexible and adapts well to change
 - Relishes making things better and more efficient
 - Ready to be adaptable in a changing workplace
 - Passionate about making a difference
 - Passionate about contributing to work that's making more equal, connected and engaged communities

Desirable attributes

- Experience of using and maintaining database / CRM
- Experience and / or training of making resources that are highly accessible considering a range of needs that audience / users may require
- Passionate about art and creativity
- Experience using Salesforce
- Experience working with vulnerable adults
- Experience of compiling monitoring and reporting
- Experience working with volunteers

Key Responsibilities

- General administration tasks attached to the smooth running of the charity including arranging meetings, taking minutes, preparing papers
- Office administration
- General programme support including some research tasks
- Financial administration including collating receipts, managing invoices and looking after banking administration
- Database and records

Key Tasks

- Team support
- Circulating dates and maintaining the office calendar
- Answering phone and responding to enquiries by email
- Welcoming and supporting members and volunteers
- Supporting events, training and rehearsals
- Monitoring dates of CRB checks and supporting application process
- Taking minutes at team meetings
- 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
- Handling cash and cheques, e.g. receiving some payments from activities, reimbursing volunteer expenses
- Depositing cash and cheques at bank

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 especially our CRM (Salesforce)
- 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 relevant paperwork, e.g. registers and data collection forms
- On the ground events support, as required, e.g. welcoming participants, collecting feedback

General:

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

