

Position	Administrator
Location	Higher Rhythm Ltd based at 53-57 Nether Hall Road, Doncaster, DN1 2PG
Hours and days of work	Between 9.00 am – 5pm Working pattern / hours to be agreed 30 hours per week (with potential to increase hours)
Reporting to	Studio Manager
Working Relationships	Internal: Lead Tutor Project Support Staff Studio Manager CEO External: Other agencies and departments as appropriate External Service Providers
Salaries and Benefits	£18617 (£23271 pro rata) 22.5 days per year (28 days pro rata) plus public holidays A pension scheme is in place

Job description

Higher Rhythm is seeking an experienced administrator to support the organisation and play an integral role within our small team that delivers ambitious projects and educational study programmes.

We're looking for someone who can be a linchpin in our small team. You'll oversee various systems, implement new processes that can better facilitate our work and support key areas of the company's business. We are in need of someone who is good at keeping track of tasks and can provide a supportive framework that will allow the plates to keep spinning.

Role Responsibilities

Administration

- Be the lead point of contact for enquiries
- Manage the online admin systems
- Maintain up to date knowledge on company activities, projects and operations
- Support the team in the delivery of activities and deadlines
- Lead on comms relating to organisational development.
- Maintain the organisational calendar and support internal scheduling.
- Keep track of external comms relating to enquires, follow up as needed.

Courses Support

- Learner EOI's / Medical Form / Parent or Guardian Contacts
- Set up Folders (new starters collate and verify all information)
- Create Registers
- Monitor Attendance
- Binding and Printing
- Organising Taster Session Invites

- Support on Alternative schooling Provision – Create Registers, attendance, liaise with schools re absence / attendance

Financial Management

- Daily Accounts
- Management Accounts
- Banking
- Project Monitoring Finance Support
- Invoicing / PO Number Requests
- Payroll and Freelance Staff Invoice Payments
- Petty Cash

Human Resources

- DBS Checks for Staff and Volunteers
- Induction and Training for New Members of Staff
- Arrange Mandatory Staff Training
- SCR Monitor and Updates
- Annual Leave/Absence Diary

Evaluation & Reporting

- Lead on quarterly reporting to stakeholders (including Arts Council England)
- Compile board papers
- Organise and minute the quarterly board meetings.
- Maintain evaluation databases relating to project evaluation and audience monitoring
- Work closely with project producers to develop and deliver accurate evaluation and monitoring processes
- Be responsible for submitting evaluation documentation to project stakeholders & funders.

CEO Support

- Writing and or proof-reading documents & occasional emails.
- Keep track of tasks in action & key organisational deadlines.
- Key tasks as needed.

Person Specification

Essential

- - Previous experience in arts administration / administration
- - Previous experience in learning settings administration
- - Experience of online office systems
- - Excellent administrative skills and attention to detail
- - Highly organised with excellent time management skills
- - Experience of day-to-day financial procedures and systems

Desirable

- - Experience of working for a not-for-profit organisation
- - An understanding of the legal requirements of a not for profit organisation
- - Knowledge of administrating projects for public funders

Other Essential Requirements

- Willing to travel to fulfill job requirements.
- Flexible in times and days of work.
- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected
- Recognises and understands the circumstances and issues facing various clients in the communities Higher Rhythm and Sine FM is working with.
- Sympathetic to the aims and objectives of Higher Rhythm and Sine FM.

Applications (CV and covering letter) by email to:

paullittlewood@higherrhythm.co.uk

Deadline: 12 midday 22nd of September