







**CANDIDATE INFORMATION PACK**  
**ADMINISTRATOR**

# Candidate information pack

Role:	Administrator
Reporting to:	Executive Producer, Associate Producers
Responsible for:	External Accountant
Contract type:	Fixed term one year
Employment type:	Employed
Salary / Rate:	£10 per hour
Pay cycle:	Monthly
Hours per week:	9 hours
Working patterns:	Mon 10am – 1pm, Tue 10am – 1pm, Wed 10am – 1pm
Location:	Dumfries or Carlisle, please notify us on response.
Closing date:	30th May 2018 at 5pm
Interviews:	Tue 5 <sup>th</sup> June
Commences:	Monday 2 <sup>nd</sup> July
Training:	Company induction for 3 hours on Monday 2 <sup>nd</sup> July
Application:	CV, Covering letter and answer 3 questions

## About our organisation

Our organisation has just gone through something of a transformation which has resulted in a re-branding and positioning of our organisation as a unique borderlands cultural agency which delivers work across Dumfries & Galloway and Cumbria.

At the centre of our vision is the idea that culture and creativity is extremely good for our wellbeing. We seek out inspirational moments and curate cultural programmes that increase socialisation and the legacies that arise from more connected and engaged communities. Our work takes place in a variety of locations and we have administrative hubs in Carlisle and Dumfries. Our participatory programmes happen across South Scotland and North England and include community music, youth theatre and a dynamic user-led community arts programme. More often than not our teams are out in the field working to deliver our award –winning programmes of work. We present more than 300 shows per year alongside a creative learning programme of over 150 creative sessions per year.

Our festival brands are some of the fastest growing cultural projects in the UK, attracting significant media profile and appealing to an audience of over 50,000 per year who engage with our intensive artistic programmes. We make culture and we create experience. We

believe that a warm and connected community can be a powerful enabler for potential, and we work hard to help our communities connect with each other.

At the heart of our manifesto is a small board of voluntary trustees who oversee our non-profit framework in collaboration with a dynamic team of producers who cultivate our different strands of work.

Our team deliver several major projects per year through three significant work phases spread out throughout the year. Our working day is usually driven by the project that we are either delivering or planning. A great deal of our work is about engaging audiences and partners in intensive programmes.

Our work force needs to be able to work without the need for constant supervision, but through peer led coaching and feedback which is centred around weekly briefings and smaller project teams. We set performance objectives collectively, and we achieve them collectively through our individual success.

Over the last eight years we have supported the development of over 80 different young people who have gone on to work in the creative industries. We deliver an in-house training and development programme for cultural skills which is taught as part of training roles, or through individual mentoring. Our work environment reflects the different development needs of both emerging and accomplished practitioners which gives it its uniqueness.

### **About this role**

Our Administrator is a new role which has emerged from our company growth. The principle purpose of this role is to produce our monthly management report which reflects both the financial and operational activity which has taken place over the last month.

We're looking for an Administrator to join our team based in our Dumfries or Carlisle office for 9 hours per week on a fixed term contract for one year to support our Producers to become more efficient with their time. We're looking for someone to join us from 10.00am until 1.00pm Monday – Wednesday.

We would be interested in hearing from candidates who have other commitments such as childcare, or other jobs and we encourage applications from under represented profiles or characteristics.

We are particularly interested in hearing from candidates who have an interest in community and culture.

## **You can find out a little more about our projects**

[www.bigburnssupper.com](http://www.bigburnssupper.com)

[www.carlislefringe.co.uk](http://www.carlislefringe.co.uk)

[www.electrictheatreworkshop.com](http://www.electrictheatreworkshop.com)

## **About you**

- You will have your own way of doing things and can work on your own
- You are familiar with management accounting
- Your presentation skills are of high quality
- You have a strong understanding of managing files, record keeping
- You know how to write a letter
- You are familiar with charitable law, governance and statutory responsibilities
- You have some experience of the public or private sector
- You are patient with young people
- You like working in a fun environment
- You don't mind the buzz caused by working in a high paced environment like a festival
- You are working for a charity, so you need to help us be transparent at all times
- You have a sense of service towards your community and like to make a difference
- You can add value to our new evolving company and help it succeed.
- You should be digitally literate and have good competence of office applications.

## **Principle duties**

### Weekly reconciliations

- Process weekly financial reconciliations through SAGE
- Match financial transactions with the bank statements
- Complete weekly reconciliations
- Make payments for project expenditure
- Raise invoices for income generated by our project teams

### Statistical Data

- Collect statistical data about our workshops and classes
- Maintain archives of our workshops and classes

### Monthly reporting

- Produce monthly managed accounts
- Produce monthly summary of our participation
- Monitor our statutory compliance with OSCR and Companies House
- Monitor our statutory compliance with HMRC
- Distribute the monthly report to internal and external stakeholders

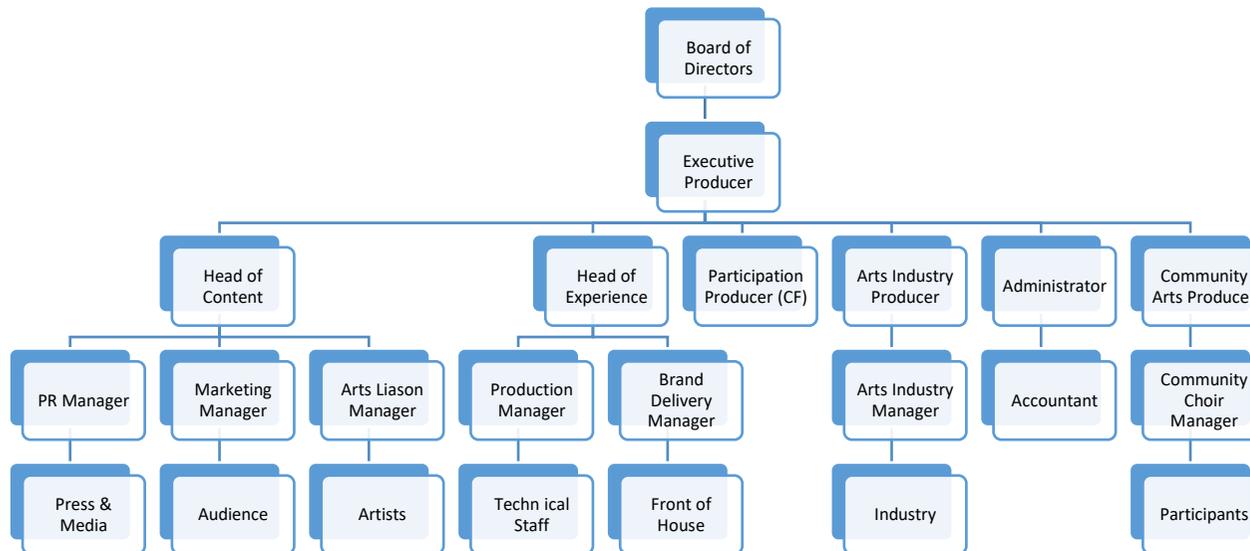
### Executive

- Diary all board activity
- Prepare Board papers ahead of quarterly meetings
- Provide administrative support to the Board of Trustees
- Provide administrative support to the Chairperson

### General

- Support the delivery of our major projects by providing administrative support to the Producing team as directed.
- Process ticket requests as and when required through telephone sales.

## Our staffing structure



## How to apply

Please answer the following three questions in your covering letter which should be of two pages of A4 maximum, and include a copy of your CV

- 1) Why is good administration important?
- 2) Why is good charitable practise important?
- 3) How could you help us to be more transparent?

Email your application to: [rachael@bigburnssupper.com](mailto:rachael@bigburnssupper.com)

Rachael McDougall  
Associate Producer  
Electric Theatre Workshop Ltd.  
Eskdale House  
Bankend Road  
Dumfries  
DG1 4UQ

Deadline: Wednesday 30<sup>th</sup> May 2018 at 5pm  
We will not accept late applications.

Please include a copy of our Equalities Monitoring when applying.

Best of luck with the application and thank you for your interest in our company.