



Job Description

You will be joining a small yet fast paced participatory arts charity. The ability to manage your own time efficiently and be a self-starter is essential, as is a can do attitude, respectful and personal approach to participants and a willingness to be responsive and engage with new challenges.

Job Title:	Fundraising and Administration Assistant
Reports to (Title):	Creative Producer
Reports to (Name):	Siva Zagel

Prime Function of Role:

As well as being responsible for the administrative aspects of Outside Edge Theatre Company (OETC), the Fundraising and Administration Assistant will play an important role in supporting the trustees and the senior management team. They will also be a central point of contact for members of the public and others in the organisation. In their Fundraising capacity, the post holder will be responsible for researching new sources of funding from Trusts and Foundations, writing and submitting applications.

Accountabilities:

To take responsibility for administrative and co-ordination tasks in the following areas:

Project Admin:

- ✓ Written and verbal communication with participants, carers, key workers
- ✓ Venue bookings and events logistics
- ✓ Ordering of project materials and office supplies
- ✓ Sending out contracts
- ✓ Ensuring required paperwork and resources are on site for workshops
- ✓ Monitoring and evaluation (maintaining records and data of attendance and participation)
- ✓ Updating participant records

Project / Event Co-ordination:

- ✓ Project planning, event planning, liaising with project partners, staffing co-ordination, supporting facilitation
- ✓ Responsibility for safeguarding when on site / on trips, undertaking DBS checks of new staff and volunteers
- ✓ Outreach co-ordination and delivery, managing participant recruitment/referrals and developing associated partnerships
- ✓ In collaboration with the Creative Producer setting up reporting and monitoring systems, in line with funding requirements and liaise with facilitators to ensure evaluation activity occurs as planned
- ✓ Co-ordination of communications (print, publicity, social media)
- ✓ Adhering to project budget and monitoring expenditure
- ✓ Support of volunteer co-ordination

Communications:



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- ✓ Supporting with the co-ordination of marketing and publicity
- ✓ Co-ordinating and writing the quarterly supporter newsletter (using mailmerge)
- ✓ Updating the website (using wordpress) and social media
- ✓ Growing and maintaining comprehensive databases and mailing lists of contacts and partners
- ✓ Represent OETC at external meetings and dissemination events as required.

Fundraising:

- ✓ Researching potential short term and long term Trust and Foundation funding sources for OETC projects.
- ✓ Collating statistics for funding reports and strategic documents
- ✓ Contributing content to funding applications and reports
- ✓ Maintaining filing systems
- ✓ Managing regular donor scheme/strategy

Press:

- ✓ Writing press releases, contacting press officers

Policy and Procedure:

- ✓ Keeping up to date with news and opportunities in the participatory arts / charity sector and keeping the senior team informed of key updates
- ✓ Working within the guidelines of OETC's policies and procedures
- ✓ Undertaking such additional duties as required, which are commensurate with the responsibilities of the role

Pay

Freelance position, £21,000 - £24,000 per year doe (pro rata -based on a full time week)

Hours of work

Two days per week. Usual hours of work will be 10am to 6pm on core project days (Monday to Friday). However the role will require some flexibility and occasional change in working days, evening / weekend hours.

Probation period: 3 months

Notice Period: 2 months



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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ Relevant BA or MA degree or equivalent experience 	
Knowledge	<ul style="list-style-type: none"> ✓ Knowledge of Vulnerable Adult safeguarding ✓ Knowledge of the participatory arts 	<ul style="list-style-type: none"> ✓ Knowledge of barriers and issues faced by addiction ✓ Knowledge of legislation relating to vulnerable Adults.
Skills/abilities/competencies	<ul style="list-style-type: none"> ✓ Excellent written and oral communication, ability to communicate clearly with participants, facilitators, key workers, volunteers and partners. ✓ Good numeracy and literacy (attention to details) ✓ IT (MS Office) skills ✓ Working Knowledge of word press (website maintenance) ✓ Strong time management ✓ Strong project co-ordination or management skills ✓ Financial management experience, working to project budgets ✓ Working knowledge of Safeguarding and Vulnerable Adult Protection protocols ✓ Ability to prioritise and multi-task within a fast paced environment 	<ul style="list-style-type: none"> ✓ Digital Marketing experience ✓ Knowledge of databases and systems particularly to the third sector ✓ Experience of working within the recovery field
Experience	<ul style="list-style-type: none"> ✓ Experience of working in a small team ✓ At least 1 years' experience of setting up, maintaining administrative systems to support monitoring, evaluation, project budget, data collection ✓ At least 1 years' industry experience of project managing events, education or 	<ul style="list-style-type: none"> ✓ Some experience of participatory arts and /or outreach activities ✓ Some experience of working alongside volunteers



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	<p>participatory arts programmes</p> <ul style="list-style-type: none">✓ Some experience of fundraising and reporting to funders	
Personal Attributes	<ul style="list-style-type: none">✓ A passion for OETC's mission✓ A self-starter and motivated individual✓ A willingness to satisfy the requirements of OETC's vulnerable adults protection policy✓ A willingness to work flexible hours including evenings and weekends as required	<ul style="list-style-type: none">✓ Holds a current DBS certificate (and is currently registered with the update service)

To apply, please email a CV and cover letter to admin@edgetc.org.uk by 5pm on Thursday 8 February. Please detail why you are suitable for the role referring to the person specification set out above

Interviews will be held in the week beginning 12 February 2018