

Administration and Projects Coordinator Job Description

- Location:** 61 Munster Road, London, SW6 5RE
- Reports to:** Artistic Director / CEO and the Board of Trustees.
- Line managing:** Fundraising and Administration Assistant (part-time)
Administration Student Placements (part-time)
- Salary Range:** £23,000 - £26,000 per annum (dependent on experience). Holiday is statutory.
- Working hours:** Full-time position. Office hours are Monday to Friday, 9am to 6pm, however the role will require some flexibility and occasional change in working days, evening / weekend hours.
- Contract:** Initial 1 year contract (with intention to extend) subject to a three-month probationary period.

Company Aim:

Outside Edge Theatre Company is the UK's only theatre company and participatory arts charity focused on addiction. We develop, nurture and produce new writing and performances that are related to substance misuse. OETC tours our productions to off-West End venues, festivals, treatment facilities and other civic spaces.

For twenty years, our groundbreaking workshops and acting ensemble have inspired positive change in recovering addicts. Using drama as a creative outlet, we help participants build confidence, self-esteem and the skills required to lead productive, healthy lives free from substance misuse. Our facilitated activities, which include improvisation, creative writing, acting exercises and performance opportunities, have garnered international recognition from health experts, academics and other arts organisations.

Currently, OETC runs four weekly participatory workshops: Drop-in Drama, Edge Two, The Company and Write Now. OETC also delivers Drama Taster Sessions in treatment facilities and is in the process of producing its 2019 season of productions. More information on these workshops and previous OETC projects and productions can be found at www.edgetc.org.

Objectives of the Post:

The Administration and Projects Coordinator is responsible for delivering the efficient operation of OETC's office and coordinating the company's programme of drama projects. This is an exciting opportunity to join a new management structure with AD / CEO, Matt Steinberg, to secure a sustainable and long-term future for this small, fast-paced participatory arts charity and theatre company. Attention to detail, the ability to manage your own time efficiently and be a self-starter is essential, along with a 'can do' attitude, a respectful and personal approach to participants and a willingness to creatively engage with new challenges.

Responsibilities:

Financial Management

- Run payroll and send required reports and payments to HMRC and pension provider in a timely fashion.
- Maintain OETC's bookkeeping in an up-to-date manner using QuickBooks accounting software.
- Work with the company's accountants in preparation and analysis of OETC monthly bookkeeping records and project expenditure to:
 - i) Implement successful financial planning, including accurate cash flow forecasting and clear analysis of OETC's financial position;
 - ii) Prepare clear, accurate management accounts for AD / CEO and Board purposes;
 - iii) Receive all invoices to be paid; review and sign off;
 - iv) Manage generation of invoices and triggering of payments from funding bodies;
 - v) Reconcile the bank accounts and credit cards to ensure all expenditure and income is accounted for;
 - vi) Monitor and be responsible for all petty cash.
- Report to the AD / CEO and the Board on income and expenditure across projects.

Fundraising and Strategic Development

- Work with the AD / CEO to research, develop and implement OETC's fundraising strategy including the preparation of specific funding bids and the monitoring and evaluation of successful applications' funding criteria.
- As required, work and liaise with the Fundraiser, as appointed by the Board.
- Work with the AD / CEO to research methods of income generation.
- Manage OETC's Gift Aid programme and online donation scheme.

Production

- As required, line manage freelance producers or production staff engaged on projects and productions.
- Manage, with the AD / CEO, all projects and productions, including but not limited to:
 - Arranging technical support, travel, accommodation and rehearsals.
 - Negotiating deals and produce contracts for cast, creatives and stage management.
 - Ensuring all technical information including risk assessments and health and safety documents are produced, maintained and distributed as necessary.
 - Liaising closely with the venue and company technicians for each production, and distribute information accordingly.
- Manage, with the AD / CEO, all OETC performances.
- Promote OETC workshops, projects and performances to venues, booking agents and other interested parties.

Administration

- Manage, with the AD / CEO all workshops, including but not limited to:
 - Scheduling facilitators.
 - Co-ordinating space rental.
 - Recruiting participants.

- Sending communications to participants and facilitators.
- Collecting and assessing weekly de-brief notes from facilitators.
- Oversee marketing and publicity of all workshops, projects and performances.
- Oversee OETC online and social media strategy and implementation.
- Manage and coordinate monitoring and evaluation of all OETC activity.
- Using OETC’s monitoring data, provide accurate statistics for various purposes including reporting, fundraising and evaluation.
- Manage the part-time Fundraiser and Administrative Assistant.
- Manage in conjunction with AD / CEO any administrative staff engaged, including trainees, work experience and / or interns.
- Lead on organising and managing recruitment campaigns, interviews and references.
- Co-ordinate DBS checks for all personnel and assist in maintenance of records and renewals.
- Contribute to reports for the Board when required.
- Contribute to reports for Companies House and Charity Commission.
- Maintain clear and regular communication with Board.
- Liaise with the building management company when required.
- Liaise with utility companies when required.
- Be responsible for the timely renewal of insurances, licenses and policies.
- Schedule and chair regular internal meetings to keep all staff communication consistent.

Additional Duties and Responsibilities

- Develop a sound knowledge of OETC’s work, attending projects and events where appropriate.
- Maintain excellent relationships with all partner organisations and represent OETC to external parties.
- Work within the guidelines of OETC’s policies and procedures.
- Undertake such additional duties as required, which are commensurate with the responsibilities of the role.

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. • Knowledge of artist/creative contractual agreements and practical knowledge of union agreements (Equity / MU / BECTU / UK THEATRE / ITC). • Knowledge of national and international arts and cultural 	<ul style="list-style-type: none"> • Knowledge of barriers and issues faced by addiction. • Knowledge of legislation relating to vulnerable adults.

	sector landscape.	
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. • Knowledge of contractual and financial processes. • Good numeracy and literacy (attention to detail). • Experience of using Google Drive, Drop Box and QuickBooks (or a similar accountancy software). • IT (MS Office) skills. • 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 particular to the third sector. • Experience of working within the recovery field. • Experience of working in a small office environment. • Knowledge of drama curriculum trends. • Working knowledge of WordPress (website maintenance). • Working knowledge of Mail Manager.
Experience	<ul style="list-style-type: none"> • Experience of working in a small team. • Experience of setting up, maintaining administrative systems to support monitoring, evaluation, project budget and data collection. • Experience of project managing events, education or participatory arts programmes. • Experience of reporting to funders. • PR and marketing experience for arts projects and productions. 	<ul style="list-style-type: none"> • Some experience of participatory arts and /or outreach activities. • Some experience of working alongside volunteers. • Experience of fundraising, especially a track record of writing / contributing to successful trusts and foundations grant applications.
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 	<ul style="list-style-type: none"> • Holds a current DBS certificate for work with vulnerable adults (and is currently registered with the update service).

	<p>requirements of OETC's vulnerable adults protection policy.</p> <ul style="list-style-type: none">• A willingness to work flexible hours including evenings and weekends as required.	
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To apply, please email a cover letter, CV and Equal Opportunities Monitoring Form (downloadable from OETC's webpage) to recruitment@edgetc.org by 5pm on January 11th, 2019. In your cover letter 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 January 14th, 2019.