



Outreach and Administration Assistant Job Description

Location:

Brady Arts Centre, 192-196 Hanbury Street, E1 5HU

Reports to:

Participation and Operations Manager

Salary Range:

£26,000 - £28,000 per annum (dependant on experience)

Holiday:

Holiday is statutory, increasing 1 day per year for each full year of employment up to 5 years.

Working hours:

Full-time (40hrs/week) at OETC's offices. Office hours are Monday to Friday, 9am to 6pm

Contract:

Fixed-term contract 12 months (with intention to extend) and subject to a three-month probationary period.

Anticipated Start Date:

January 2nd, 2024 (or earlier)

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 over 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 eleven weekly participatory workshops: Drop-in Drama (East, South & West London), Edge Two, The Company, Write Two, Peer-Led Drop-In, Women's Drama Group, Write Now (East & West London) and Moving Recovery. OETC also delivers Drama, Creative Writing and Movement Taster Sessions in treatment facilities and is in the process of producing its 2024 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:

As well as being responsible for the outreach and related administrative aspects of Outside Edge Theatre Company (OETC), the Outreach and Administration Assistant will play an important role in supporting the senior management team. They will also be a central point of contact for members of the public and others in the organisation.

Accountabilities:

To take responsibility for outreach and administrative coordination tasks in the following areas:



Outreach Coordination:

- Outreach co-ordination, managing participant recruitment/referrals and inductions.
- Developing and maintaining partnerships with local services (drug & alcohol, health and social prescribing networks & relevant community groups).
- Booking and coordinating Taster Sessions with drug and alcohol treatment facilities.

Project Administration:

- Support engagement and progression of participants in OETC's Progression Pathways.
- Scheduling facilitators for Taster Sessions and weekly sessions.
- Coordinating space rental and active research for new venues.
- Support volunteer coordination.
- Ordering project materials and office supplies.
- Sending out contracts.
- Maintaining monitoring and evaluation records of attendance and participation.
- Updating contact records and keeping CRM system (Salesforce) data up to date.
- Support with facilitator invoicing and generating other invoices (e.g. Taster Sessions).
- Undertaking DBS checks of new staff and volunteers.
- Ad-hoc research tasks to support project delivery.

Marketing and Communications:

- Sending communications to participants and facilitators (weekly texts and emails).
- Managing the sign up of participants to events (e.g. social events, Masterclasses, Theatre Clubs).
- Coordination of external communications (print, publicity, social media).
- Creating social media strategy, content and delivering social media campaigns across platforms.
- Co-ordinating and writing the monthly newsletter.
- Updating the website (using WordPress) and keeping social media up to date.
- Growing and maintaining comprehensive databases and mailing lists of contacts and partners, observing GDPR rules and regulations.
- Proof-reading documentation when required.
- Ordering print assets (flyers, posters, etc).

Income Generation and Fundraising:

- Coordinating the sales of paid participatory arts activities for private treatment facilities and other clients.
- Coordinate OETC's online donation scheme.
- Maintain OETC's database of donors.
- Coordinate donor stewardship plans.
- Undertake ad-hoc research for fundraising activities when required.
- Provide accurate statistics for various purposes including reporting, fundraising and evaluation.

Policy and Procedure:

- Keep up to date with news and opportunities in the participatory arts /charity sector and keep the senior team informed of key updates.
- 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.

Skills and experience:

OETC is a dynamic and growing organisation. To thrive in this environment, you will be an exceptional candidate who demonstrates intellect, personal confidence, excellent interpersonal skills and drive. The successful candidate will be able to demonstrate that they have the following qualifications, skills, abilities or experience.

Essential

- Relevant degree or equivalent experience.
- Knowledge of the participatory arts.
- Knowledge of barriers and issues faced by addiction.
- Excellent written and oral communication, ability to communicate clearly with participants, facilitators, key workers, volunteers and partners.
- Confidence to undertake direct marketing activities, such as cold calling leads.
- Good numeracy and literacy (attention to detail).
- IT (MS Office) skills.
- Experience creating marketing assets (currently using Canva).
- Strong time management and project coordination skills.
- Ability to prioritise and multitask within a fast paced environment.
- A passion for OETC's mission.
- A self-starter and motivated individual.
- A willingness to satisfy the requirements of OETC's vulnerable adults protection.

Desirable

- Working knowledge of WordPress (website maintenance).
- Working knowledge of Salesforce (CRM systems).
- Working knowledge of Safeguarding and Vulnerable Adult Protection protocols.
- Experience of setting up, maintaining administrative systems to support monitoring, evaluation, project budget, data collection.
- Experience coordinating communication and marketing campaigns.
- Some experience of participatory arts and /or outreach activities.
- Some experience of working alongside volunteers.
- Hold a current Enhanced DBS certificate (and is currently registered with the update service).

To apply, please email a cover letter and CV to recruitment@edgetc.org by 5pm on 12th October, 2023. In your cover letter please detail why you are suitable for the role referring to the person specification set out above.

Please also complete an Equal Opportunities Monitoring Form here:

<http://edgetc.org/about-us/work-with-us/>

Please feel free to contact us if you require further assistance or would like to submit your application in an alternative format. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equalities Act 2010.

Interviews will be held in the week beginning 16th October, 2023.