



Administrator (Part Time)

24 hours a week

£11232.00pa

Reports to

Admin and finance manager

Objective

To provide administrative assistance to Indepen-dance

Main tasks

Correspondence and Enquiries

- Dealing with enquiries
- Passing calls/correspondence to appropriate person
- Following up responses to messages
- Email – managing emails and responding
- Gathering new member details when booking classes

Marketing

- Support if needed

Projects

- Liaising with venues
- Jointly Operating the booking system for training events with marketing officer
- Maintain schedules and contact lists
- Accommodation and travel arrangements
- Updating financial spreadsheets for classes etc
- Management of Merchandise and stock

Other Clerical Duties

- Maintaining and updating filing system
- Photocopying
- Stationery ordering

- Minute taking
- Co-ordinate office diary
- Room and venue bookings
- Collating papers for meetings
- Checking website for amendments

Green Champion

- Develop, update and ensure implementation of environmental policy
- Attend creative carbon events and The Briggait environmental meetings
- Manage claim expenses system and carbon reporting

Person Specification

Essential criteria	Desirable Criteria
Excellent communication skills both verbal and written	Interest in dance
Good organisational and planning skills	Experience of active involvement in volunteering or charitable activity
A track record in administration and communication in an arts and social environment	Able to speak another European language
Able to communicate well with individuals and groups	
Skills in technology, scheduling and databases	
Understanding of equal opportunities	
Commitment to integration and inclusion	
Open friendly and welcoming disposition	