



Administrator
Information Pack
(June 2018)

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Job Description: Administrator

The Administrator has the responsibility for carrying out a range of general company administrative duties and to organise and supervise administrative activities that facilitate the smooth running of our office.

The post will be line managed by the Company Manager. The role will involve:

Office Management and Communications

The Administrator will assist the Company Manager in office administration and communications, ensuring they are run effectively and efficiently. Duties may include

- Assisting the Director in supporting the Board by taking minutes, scheduling meetings, circulating papers, writing and sending out the Board quarterly email;
- Implementing and maintaining office administrative systems;
- Internal communications (post, e-mail, phones, correspondence);
- Organising & running regular company meetings, agendas, papers and minutes;
- Office infrastructure (office supplies and equipment etc);
- Maintaining company diary.

Financial Administration

The Administrator will assist the Company Manager in financial administration. Duties may include:

- Responding to day to day finance enquiries;
- Inputting financial information into QuickBooks and maintaining associated paper filing system ;
- VAT and credit control;
- Petty cash.

Events & Project Support

Responsible for a range of support tasks including but not limited to:

- Administration of the community touring scheme and cinema scheme;
- In liaison with the rest of the team, providing telephone support to our local Promoters during the run up to their events;
- Updating databases and maintaining filing systems;
- Issuing and chasing routine community touring scheme and cinema scheme paperwork;
- Contributing to Live & Local's social media presence.

General Duties

- Other reasonable duties as deemed appropriate;
- Attendance / support at Promoter and other stakeholder meetings;
- Attending Live & Local events;
- Attending conferences, professional development training and other networking opportunities necessary.

Person Specification

Essential	Desirable
<i>These are the minimum criterion needed for the job and the job cannot be done without meeting these criteria.</i>	<i>The job could be done without meeting these criteria but will be taken into account if more than one candidate satisfies the essential criteria.</i>
Experience/Knowledge	
<ul style="list-style-type: none"> • Minimum 6 months employed experience in an office based <u>administration</u> role • Experience of financial procedures in a work related environment 	<ul style="list-style-type: none"> • Experience of running an office • Knowledge of the current arts infrastructure and SME business practices • Experience of organising/running events • Experience of working with volunteers and/or voluntary organisation(s).
Work & Personal Skills	
<ul style="list-style-type: none"> • Excellent telephone manner • Proven interpersonal skills with a friendly personality • Confident and competent IT user with experience of MS Office Professional software (Word, Excel, Internet Explorer, Outlook) • Team worker • Ability to plan and manage own workload • Demonstrable attention to detail and accurate data inputting skills • Ability to work effectively and methodically under pressure, to tight, multiple deadlines 	<ul style="list-style-type: none"> • Experience of using computerised accounting (e.g. QuickBooks) • Understanding of the potential for the use of social media within the role • Experience of web content management systems (CMS)
Education/Qualifications	
<ul style="list-style-type: none"> • High standard of written and spoken communication skills and good numerical skills, with at least GSCE English and Maths or equivalent 	<ul style="list-style-type: none"> • Track record of undertaking training in areas relating to the job role • Willingness to learn new skills and undertake training
Arts	
<ul style="list-style-type: none"> • Interest in and enthusiasm for the arts 	<ul style="list-style-type: none"> • Interest in and enthusiasm for film
General	
<ul style="list-style-type: none"> • Understand the objectives and ethos of the organisation • Preparedness to work occasional unsociable hours (evening/weekend). 	<ul style="list-style-type: none"> • Current driving licence and access to a car

Terms and Conditions

This post is offered as a salaried position as an employee of Live & Local Ltd. The post will be subject to Live & Local's standard Terms and Conditions of Employment for 2018/19.

Salary: £19,625 per annum, full time on 35hrs/week with supplementary payments for additional weekend and unsociable (evening) hours worked.

Pension: Employer's contribution of 2% of pensionable earnings increasing in line with statutory requirements. Assessment for auto-enrolment will be postponed until completion of probation

Start Date: August 2018

Hours: Anticipated normal hours are 35 hours days over 5 days per week between Monday and Friday. Within these parameters you are permitted to attend work flexibly within the Live & Local flexi-time framework.

Additional Hrs: Occasional weekend and unsociable (evening) hours may be required as part of this job. However, these would be agreed after discussion between Live & Local and the post holder. Additional agreed duty hours, i.e. work that is part of required duties, are paid at an hourly rate commensurate with an employee's annual salary. Additional agreed show attendance hours are paid at a fixed rate plus expenses.

Line Manager: Company Manager

Leave Year: 1st June 2018 to 31st May 2019.

Statutory leave: Entitlement is 28 days in the leave year (adjusted for late start). Bank and public holidays are included in the statutory entitlement.

Flexi-time scheme: Your entitlements under the flexi-time scheme are:

- Max 1-day flexi-leave in each 6-week period
- Max 2 additional 'banked' leave days per year
- Carry-over limits of 7 hours credit or 3.5 hours debit weekly within an accounting period, and 7 hours credit or 2.5 hours debit between accounting periods.

Performance review: One-month probation. Annual full appraisal with 6 monthly interim reviews.

Termination: Termination of contract would be one month on either side;

Application Procedure

We can only accept application forms submitted online. The online application form is available at www.liveandlocal.org.uk. The latest we will accept a completed application form is **noon on Thursday 5th July 2018**.

Interviews will be held on **Thursday 12th July 2018** in Warwick.

The anticipated start date is **Monday 20th August 2018**.

Please clearly explain how your skills, experience, training and knowledge make you suitable for this position and address each of the points in the Person Specification in the application section of the application form.

NB: We only provide feedback to candidates who are interviewed.

About Live & Local

'I like being part of bringing professional theatre into a small community and putting a bit of heart into the place.' Local Volunteer Promoter

'Good fun, good value, and unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved.' Audience Member

Our Mission: Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principle activity is the support of a high quality curated live performance programme in partnership with voluntary groups – the community touring scheme (CTS) - under the tagline slogan 'Surprising shows in surprising places'.

Currently the schemes cover Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, Rutland, Staffordshire, Warwickshire and Worcestershire. We support approximately 500 live events per year and 60 film screenings.

We also run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders:

- Big Picture Show (BPS) community cinema network – currently supporting approximately 60 community film screenings per year in Staffordshire and Warwickshire, but growing rapidly;
- DART (Developing Artists in Rural Touring) - artist development programme;
- Rural Artworks (RAW) - arts led community cohesion projects.

The scheme started in 1987 in Warwickshire and incorporated as a Company limited by guarantee in August 1994. The full CTS and BPS network comprises over 300 voluntary groups across the eight counties (predominantly rural but some urban).

'People surprise themselves by coming to things they wouldn't normally dream of coming to!' Local Voluntary Promoter

'Brilliant event! Live & Local continues to offer superb entertainment.' Local Voluntary Promoter

About our Work

www.liveandlocal.org.uk

www.bigpictureshow.org.uk

<http://developingartistsinruraltouring.wordpress.com/>

About our Funding

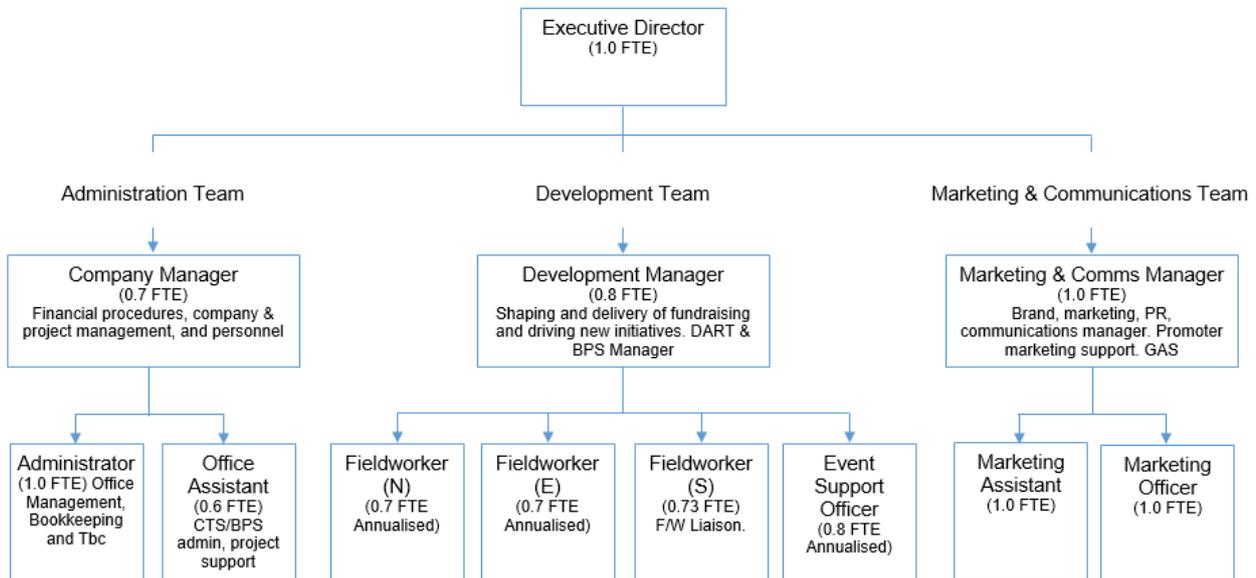
Live & Local is funded by a mix of local, regional and national bodies. We have retained our Arts Council England (ACE) National Portfolio Organisation (NPO) status in the recent funding round (until 2018), with application for the next round imminent. We are funded by six County Councils and 38 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with these local authorities. We also receive income from touring scheme box office receipts and from local contributions to specific projects. We also run a Friends Scheme.

We receive funding for the Big Picture Show community cinema network from the British Film Institute (BFI) and Film Hub North West.

Staffing and Governance

Live & Local is a Company Limited by Guarantee with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities.

The current staff structure is:



Office and IT

- The company is based in Warwick in a 2nd floor (no lift) office suite.
- The office has a networked PC computer system with remote access facilities.
- The software packages include Windows XP, MS Office Professional XP (Word, Outlook, Excel, Access), DTP (Publisher) and Adobe Photoshop. We use Adobe Contribute web publishing software to maintain our current website;
- The performance scheme and mailing lists are managed by an in-house designed relational database program (on MS Access and SQL Server);
- We use the Mail Chimp bulk emailing solution to manage our email lists;
- We own five sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens and digital projectors.

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF). Set up in 1997, the NRTF is an umbrella body representing approximately 40 community and rural touring schemes and arts development agencies, principally across England, but also in Scotland and Wales. The nationwide network of over 1,500 local voluntary promoters covers many parts of the country, from Cumbria to Cornwall. The rural touring sector has an annual turnover exceeding £1.5m, half of which is spent on artistic fees.

The NRTF is funded through membership fees and as an ACE National Portfolio Organisation. The NRTF aims to encourage the touring of high quality professional arts performances and events to rural communities and meet the needs of the member schemes.

The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional project development opportunities. Its annual conference provides an opportunity for people to meet and do business face to face. The profile of rural touring with policy makers and funders at all levels is raised through a programme of advocacy, using high quality, up-to-date research and statistics to help make the case for support.

The NRTF is currently working in partnership with The Place, one of the UK's premier contemporary dance centres, development specialists China Plate and Take Art, Somerset's rural touring scheme and county dance agency, on a major three year project to substantially increase dance touring in rural England, Wales and Scotland.

www.nrtf.org.uk

On Rural Touring

'Top quality entertainment... a good night out... the best events coming to a space near you.' The Guardian

'Rural touring is where the liveliest gigs happen, where the warmest friendships are made.' The Guardian