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**Administrator**

Reports to: Programme Lead

Hours of work: 25 hours per week

Salary: £ 18,150k pro rata

Holiday: Pro rata from 23 days per annum plus statutory holidays (pro rata)

Probation Period: 2 months

Notice: 1 month following probation period

Contract Type: 10 months maternity cover fixed term contract, extension to period will be reviewed.

Pension: Workplace Pension (NEST)

Deadline for

applications: 13.12.2021

Interview period: week of 13.12.21

**About this role at Applause**

We are looking for an excellent and dependable administrator who will proactively support our team during a maternity cover period including a lead in time of approximately 6 weeks. The contract is for an initial fixed term of 10 months, to be reviewed at that point and then likely extended for further periods, depending on the ongoing need for any maternity cover and the organisation's needs at that point.

The Administration role at Applause forms part of a small team including Director, Community Engagement Lead, Programme Lead, a Project Manager and a Marketing and Comms Officer.

This is a pivotal role in the organisation supporting all areas of our activity and the role requires a flexible and keen approach to change depending on the support needed by the team. Our office base is in Southborough, Tunbridge Wells and the role will require office presence.

**About Us**

Applause is an Arts Council National Portfolio Organisation working throughout Kent, East Sussex and West Sussex as well as further afield to ensure communities access professional theatre, music and other performing arts.

Applause works with communities to develop their local cultural offer. Our work includes a professional touring programme for village halls and community centres, as well as the development of commissioned work specially for outdoor events such as fetes and festivals. We deliver various projects including Inn Crowd, reinforcing pubs as a central community hub with specially created spoken word performances that are perfect for pubs. Applause events provide direct access to inspiring arts performances, galvanising communities to come together, and in a typical year over 30,000 people experience an Applause event across 92 different locations.

**Overview of role**

Provide an administrative and support role to the Applause team such as

- Contracting performers and promoters

- Producing publicity materials for events

- Database maintenance and support team to use

- Devising and implementing data collection for reporting and analysis

- Assisting with devising, implementing and collating audience and artist feedback and analysis

- Social media, materials to support promoters

- Invoicing

**General management duties include but are not exclusive to**

Attend board meetings and take minutes

Provide administrative support for the Board of Trustees

Oversight of the Applause IT arrangement and first line of support via Uniserve and IT problems

System Back Up – make sure there is enough file space for back up to occur by deleting old back-ups when required

Deal with subject access requests, deletion requests and queries from clients, stakeholders and data subjects about data protection related matters

Fire Extinguishers – inspection and certificate renewal every May

Responsible for general management items including issuing Locks and Keys, recycling, keeping tidy office

Insurance – renew Public Liability and Contents Insurance annually every October

Maintain Printer/Photocopier – contract and service, phone and Broadband service, kitchen and communal supplies, recycling

Oversee answerphone messages

Stationary orders

**Essential skills, knowledge and experience**

* Excellent Microsoft Office Skills and the ability to learn additional software programmes
* Ability to prioritize and work to deadlines
* Strong communication skills, both verbal and written

**How to apply**

Send a CV and cover letter detailing your interest and suitability for the role and Equal Opportunities Monitoring Form to dawn@applause.org.uk using ‘Administrator application’ as the subject of your email. We are happy to accept word documents or pdfs, video or alternative online formats.

Applause Rural Touring is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

All qualified applicants will receive consideration for employment without regard to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We actively encourage people from a variety of backgrounds and experiences. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

If you would like any information in a different format please contact dawn@applause.org.uk

Workplace: Applause’s office is The Yard, 2a Speldhurst Road, Southborough, Kent, TN40DP.

W: www.applause.org.uk
F: www.facebook.com/ApplauseTouring
T: @ApplauseTouring www.twitter.com/ApplauseTouring

I: @applausetouring