



Administrator
Part Time (16 hours per week)
- Salary £13500.00 pa pro rata

Information about the Post of Part Time Administrator

1. Introduction

GemArts is part of a larger organisation, Gateshead Visible Ethnic Minority Support Group (GVEMSG), a unique charity set up in 1989 to provide support to minority ethnic, refugee and asylum seeker individuals and families.

GemArts is a leading arts development organisation based in the North East of England which profiles and programmes new and exciting culturally diverse arts, by creating and developing high quality concerts, events, festivals, workshops and commissions with regional, national and international artists across all art forms.

We specialise in high quality arts based projects with socially excluded groups, working in partnership with the public and voluntary sector targeting a wide range of disadvantaged and marginalized communities - specifically from BME, asylum seeker and refugee communities.

Our Vision: We believe the arts enrich the lives of individuals and communities through celebrating our cultural diversity – raising aspirations, building stronger communities and breaking down barriers.

Mission: To increase equality of opportunity for everyone to engage with culturally diverse arts – As producers, participants and audiences

2. Structure

As a leading arts development organisation the successful applicant will report directly to GemArts' Director and Board of Trustees, and will work closely with the Project Coordinator, staff and other volunteers.

3. The post

The purpose of this post is to provide administrative support to the Director and Project Coordinator and contribute to the smooth running of the organisation. The post holder will:

- Provide support to the Director, Project Coordinator and other members of the trustees, management committee, staff and volunteers as required.
- Undertake routine office duties, including dealing with the post, record keeping and filing, word processing and database maintenance.
- Maintain paper and electronic filing systems
- Be responsible for the organisation's administration and the implementation and maintenance of appropriate office systems including travel, accommodation and catering and the maintenance of up to date financial records.
- Deal effectively and efficiently with enquiries and requests from members of the public, partner organisations and individual artists.

- Provide specific project support, including appropriate support of the planning process, contacting artists and participants, preparing schedules and itineraries, keeping up to date records, managing bookings and assisting at events and performances as required.
- Provide administrative support to meetings as required including board meetings – minutes, send out paperwork, diary management, room booking etc.
- Maintain the website/social networking sites/email newsletter and change images and content as required.
- Accept responsibility for appropriate behaviour regarding Health & Safety, Equality and Diversity, fair treatment of others and maintenance of high levels of customer service, as well as compliance with appropriate policies.
- Undertake other duties appropriate to the post and in line with the needs of the organisation.

Person specification

The key competencies (knowledge, skills, experience, qualifications etc) the post holder is required to demonstrate:

Administrator, Arts and Development		
	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of routine office systems and procedures • Working knowledge of a broad range of IT applications 	<ul style="list-style-type: none"> • Knowledge of the arts in regional or national context • Knowledge of specific art form • Understanding of the principles of diversity
Experience	<ul style="list-style-type: none"> • At least 2 years experience of working in a paid or voluntary capacity in an administrative role • Experience of minuting meetings • Experience of letter writing and researching and drafting papers and reports 	<ul style="list-style-type: none"> • Experience of working in a paid or voluntary capacity in an arts organisation, local government or the voluntary sector
Qualifications	<ul style="list-style-type: none"> • Relevant word-processing qualification or equivalent ability. 	<ul style="list-style-type: none"> • Ability to travel
Skills	<ul style="list-style-type: none"> • Proven administrative and organisational skills • Ability to work on own initiative, and prioritise a complex range of tasks with minimum of supervision • Communication skills, responding effectively both in person and over the telephone • Ability to write clearly and concisely • Proof-reading skills • IT skills and familiarity with a range of software packages, including word processing, spreadsheets, e-mail and web technology 	

Behavioural person specification

Administrator, Arts and Development		
	Essential	Desirable
Managing information	Seeks out and maintains up to date, relevant information and uses it effectively	
Solving problems		Analyses and solves problems and makes timely and informed decisions
Teamworking	Ability to work effectively within a team and to grasp what makes teams work well	
Personal learning		Understands own strengths and weaknesses and is committed to personal learning and development
Alignment, focus and planning	Focuses own role on the needs of the organisation and decides priorities and plans how to achieve them effectively	
Communication	Conveys information effectively to internal and external audiences	
Change		Embraces sound new initiatives whilst retaining relevant current approaches
Taking responsibility	Takes responsibility for own actions and the outcomes that result	
Achieving results	Focuses activity and delivers as promised	

4. Terms and Conditions

The salary for this post is £13500.00 pa pro rata. The post is advertised as part time, based on a 16 hour working week. The post holder will normally work 'office hours', however on occasions it may be necessary to work flexibly in order to meet organisational deadlines/requirements and on these occasions time off in lieu rules will apply.

The period of the contract is a fixed term of 1 year. The holiday entitlement for this post is 21 days pa pro rata. Termination notice is 4 weeks notice.

This post is deemed to require a Disclosure Check - Enhanced Level with the Criminal Records Bureau. This is due to the fact that the post has access to children or vulnerable adults. Further information is available from www.disclosure.gov.uk.

5. Applications

To apply for this post, please submit an application form marked "Private and Confidential" to Mr Vikas Kumar, Director, GemArts, Old Town Hall, West St, Gateshead, NE8 1HE.

Applications must be received by Wednesday 15th September 2010 and will be acknowledged if you enclose a small SAE or postcard.

GemArts is an equal opportunities employer and welcomes applications from all people and especially from people who represent communities that are under-represented in the workforce within the Region.