

JOB DESCRIPTION

Job Title:	Outreach & Education Administrator
Responsible to:	Head of Outreach
Contract:	1 Year Fixed Term contract – 18 hours per week
Location:	Production Studios, Edington Street, Glasgow

Main purpose of job

To provide administration support to the Education and Outreach Department – which comprises the following staff members: Director of Outreach & Education, Head of Outreach, Head of Educational Development, two Producers (all F/T) plus a part-time Education Operations Co-ordinator. Between them, these posts lead on producing and managing the projects, events, workshops and other activities that form the Company's education and outreach programme.

This role is to assist them with a wide range of administrative duties that ensure the objectives of the department are being met.

This role is primarily administrative and is ideal for someone who enjoys working in a fast-paced environment, has excellent organisational skills and takes pride in producing accurate, and timely work.

Key areas of Responsibility

Weekly (Mondays)

- Based on information provided by relevant colleagues, compile weekly payroll instructions for Finance Department, for all freelance and PAYE staff currently on contract.

Monthly

- Complete monthly credit card returns on behalf of the two department card holders, and pass to Finance team in a timely fashion.

Financial & Contractual

- Based on existing templates, populate the detail on all short-term contracts and associated contractual documents, ensuring the contracts tracker and payment schedule are up to date. These contracts will be checked by the relevant colleague before the next stage of authorisation.
- Assist in the coordination of Education Department employee related paperwork, including new start and termination forms, contract paperwork and Right to Work evidence, passing all information to Finance and People & Culture teams as applicable.
- Update and maintain effective filing systems to facilitate this activity (electronically and hard

copy where necessary).

Data collection and dissemination

- Assist with the collating of project statistics for all education & outreach activity that is fed into core areas of the company's work including Fundraising & Sponsorship applications and initiatives as well as Data Insights and Analysis.
- In response to project information provided by the Producers, collate the logistics, timings and personnel information for current activity required for inclusion in the Company's weekly call sheet.

General

- To familiarise yourself with broad outlines of the individual projects within the Education and Outreach programme of activity, including an awareness of the principal objectives of the company's education strategy.

Meetings

- Schedule departmental meetings and produce relevant agenda and minutes as required, and circulate these and agreed action points in good time to meet priorities.
- Attend Scheduling and Projects Meetings as required, for the purposes of submitting information (dates, times, staff) to that forum for inclusion in the Company's main schedule of activity.

Person Specification

The post holder will be expected to possess the following skills and attributes:

- Previous experience in a general administrative role
- Excellent IT skills including good working knowledge of Microsoft Office
- Good interpersonal and communication skills
- Organisational skills and the ability to work to agreed deadlines
- A good level of literacy and numeracy
- A positive, proactive and flexible approach
- Diplomacy and initiative
- The ability to work accurately and effectively under pressure
- A desire to gain experience in Arts Administration would be an advantage but is not essential.

General Terms and Conditions

Hours of Work: 18 hours per week.
Essential office days are Mondays, Wednesdays and Fridays (min 3 hours per day) but can be flexible on the remaining 9 hours (including up to 6 hours WFH)

Annual salary: £14 per hour

Holiday entitlement: 25 days per annum + Public Holidays

Probationary period: 3 Months

Pension: You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.