

Job Description

Job Title: Community Programme Administrator / Receptionist

Salary: £26,000 per annum on a PAYE basis

Working Hours: This is a full time position. The post holder will need to embrace a degree of flexible working with core hours to be agreed with your line-manager. This may include evening and weekend work where needed.

Holiday: The post holder is entitled to 20 annual days holiday plus 8 days bank holidays.

Contract: This is a fixed term two year contract with the potential for extension by mutual agreement.

Location: Cardiff

About NoFit State

NoFit State is the UK's leading large-scale contemporary circus company, producing professional touring productions and a wide variety of community, training and education projects for people of all ages. Over the past ten years NoFit State's touring productions have visited 19 different countries, played to audiences of more than 1.6 million, been critically acclaimed and won numerous prestigious international awards.

The Community Programme

The NoFit State Community Programme delivers:

- community circus classes in our main building, Four Elms
- a wide variety of participatory projects for people of all ages and abilities
- professional development opportunities for trainers and artists and provision of space for professional training.

Covid-19 brought the sharpest possible focus to the wide range of structural inequalities throughout society and the extent to which so many people from so many communities are excluded and silenced within and by the cultural sector.

In response, we rebuilt, re-imaged, re-structured our community priorities – with renewed focus on developing a truly inclusive and co-created programme that celebrates the creativity within all communities of identity and situation and can genuinely transform and empower.

We continue to focus on building and sustaining new and existing partnerships with our communities whilst testing out new ways of working.

Context for recruitment

NoFit State's business plan focuses on the three cross-cutting themes:

- creative development
- community development
- sector development

All roles within in the company are focussed on contributing to these aims.

As we enter this exciting new phase of the company's development we are re-structuring and strengthening our core team. This role is designed to support the Community Programme's work, engaging directly with its contributors and beneficiaries, enabling us to expand our capacity to develop and deliver participatory creative circus projects within our local communities.

The role

To support the Community Programme with general administration, keeping and analysing accurate high quality data and financial information, maintaining policies and procedures, and 'front of house' delivery with the reception team.

Main Responsibilities

- Providing administrative support to the community programme team including arranging and taking minutes for meetings, supporting event management and marketing, and social media communications.
- Collecting data, maintaining financial tracking systems, reporting on income and expenditure, and maintaining and monitoring evaluation systems.
- Being a key point of knowledge and communication, sending out information, providing updates, collecting feedback.
- Maintaining HR records for the teaching team, providing policy inductions for the team, verifying DBS checks and handling payroll data.
- Being part of the reception team, ensuring the building is warm, welcoming, clean and tidy, taking bookings for classes and tour box office using Spektrix database and being one of the company's designated first aiders.

This list is not exhaustive and may be subject to changes made by your line manager following discussions at either your appraisal or other appropriate meeting.

Person Specification

- You are an organised and methodical person who has efficient and effective administration skills.
- You are a people person and enjoy being part of a diverse and dynamic team of people.
- You are able to work independently and understand how your role contributes to the team and the programme's priorities.
- You are proactive, able to work with multiple demands and prioritise work.
- You enjoy solving problems, using your initiative and meeting challenges.
- You have a positive attitude.
- You are adaptable and flexible and have a strong desire to grow and learn.
- You are able to work in a busy, loud and stimulating environment.
- You don't mind getting your hands dirty when required and are able to support the team with physical tasks.

Essential skills, qualities and experience

Confident using computers and a range of IT packages, including Microsoft packages.

Good Excel skills.

Able to record financial information and generate reports.

Have a basic understanding of budgets

Strong written and spoken communication skills in English

Confident dealing with the public and customer care

Able to effectively communicate via a wide range of methods, eg. face to face, telephone, email, messages, socials

High standards of literacy and numeracy

Able to work in a focused and concentrated manner with attention to detail

Able to meet deadlines and work under pressure over several projects or strands of work simultaneously

Hard-working, reliable, conscientious, punctual, honest

Desirable skills, qualities and experience

Knowledge and use of –

Social media; instagram, facebook, TikTok

Database and/or CRM systems

Box office software

Adobe InDesign

Excellent/advanced Excel skills.

Professional experience of organising and maintaining administrative systems

Ability to speak and write Welsh fluently and confidently

Qualified First Aider

Able to understand and use or communicate data and information effectively

Previous experience of minuting meetings

Position in the company

- The Community Programme Administrator is line managed by the Company Administrator
- You will work administratively across all areas of the Community Programme's activity and directly with the Community Programme team and the reception team
- You will work collaboratively with all members of the core team.

Training

The post holder may require training in a range of software programmes, in particular Spektrix, and training will be provided where necessary in any area

Role Overview

This is a full-time role, based on 40 hours per week, following the successful completion of a six-month probation period. The post holder will be employed on a PAYE basis and based in the company's main Cardiff office, Four Elms.

The role is office-based. Evening working in Four Elms will be required one evening a week and occasionally on Sundays.

NoFit State is a Living Wage employer and complies with all employment legislation and statutory requirements as a minimum standard from which to build.

Recruitment Process

Key dates

Closing date for applications:	Friday 12 April 2024
Interviews:	Week commencing 22 April
Indicative start date:	As soon as possible

Accessibility is at the heart of our ethos and is reflected in our approach to recruitment.

If you feel you have the ability to do this role, but you don't tick every box on the person specification, or you believe you would need some additional training or support to fully succeed, we would still love to hear from you. We are committed to hiring the best person for the job based on ability and potential - and can offer professional development and support in this role.

Disabled, D/deaf and/or neurodivergent people, those from Black, Asian and Ethnically Diverse backgrounds and people under 30 are currently under-represented in our team so we particularly encourage applications from people in these groups.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. Contact Lizzy Ferguson on lizzy@nofitstate.org.

How to apply

Please complete the application form and equal opportunities monitoring form. You can also send us your CV, if you wish, though decisions will be based on the main application.

Please send applications to jobs@nofitstate.org

Or post them to Lizzy Ferguson,
NoFit State Circus,
Four Elms Road
Cardiff CF24 1LE

Applicants must be eligible to work in the UK.