

Job Title: Company Administrator (Maternity Cover)
Reporting to: Alison Woods, Executive Director

NoFit State is the UK's largest touring contemporary circus company. Every year the company engages with 120,000-150,000 people of all ages and backgrounds from across Wales, the UK and the world.

NoFit State is a dynamic creative organisation that thrives on challenge and is constantly seeking to learn and improve in all areas of everything that we do. We are inspired by the extraordinary things that ordinary people can achieve and celebrate the communal strength that comes from the traditional circus touring life.

Our vision:

- We will create extraordinary work
- We will inspire loyalty and passion
- We will change people's lives
- We will tread lightly on the earth
- We will be a truly sustainable organisation
- We will be an integral part of a vibrant and dynamic sector

Rooted in Wales, NoFit State Circus delivers:

- Medium and large scale professional productions that tour across the UK and internationally
- An extensive participatory community and learning programme
- A professional development programme to support the transition from community participation to professional training and from professional training to employment

As an international touring company rooted in a bi-lingual nation NoFit State is a multi-lingual and multi-cultural company that celebrates linguistic and cultural diversity.

Purpose of the Role

This is a vitally important role within the company's core operation, continually developing and managing the company's key administrative functions, thus supporting both the company's core operation and all programmes of activity.

Job Description

HR

To support, monitor and enhance all recruitment, induction, contracting and appraisal processes and manage the company's sponsorship system in relation to non-EU workers in order to ensure that the company's employment practise are of the highest possible quality.

Policies

To ensure all company policies comply with current legislation, are fit for purpose, and to support the designated other staff members in their development. This includes but is not limited to:

- Health and Safety

NoFit State, Four Elms, Four Elms Road. Cardiff. CF24 1LE Wales

+44 (0)2920 221330

www.nofitstate.org

- Welsh Language
- Safeguarding and Child Licensing
- Environment Policy
- Equalities and Diversities
- Data Protection
- Anti fraud and money laundering
- Whistleblowing

Governance

To strengthen all aspects of governance - working with the Executive Director in supporting the Board and ensuring the company complies with all key governance requirements of Companies House, the Charity Commission, and all relevant government legislation

Administrative Templates

To ensure all core company administrative templates comply with current legislation and brand guidelines and are standardised across the company

Finance

To provide 'emergency backup' where necessary

IT and phones

To line manage all external IT and telephone support to ensure a robust and efficient support across the organisation

Internal Processes

To ensure that all internal processes that require more than one member of staff to contribute to a task are simple, robust, and effective

Data Management

To ensure that all company data base systems are effectively maintained and are GDPR compliant

Vehicles

Ensure company vehicles are compliant and records are kept up to date

Events, workshops and entertainment

Coordinate, contract, and ensure highest delivery on clients' requests

Position in the Company

- The Company Administrator is line managed by the Executive Director
- Works administratively across all areas of the company's activity, for both the company's core operation and all programmes of activity
- 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 Patronbase and Sage. This training will be provided if necessary.

Personal Specification

You are a highly organised person who enjoys solving problems and meeting challenges. You have an eye for detail and pride yourself on achieving high standards. You enjoy being part of a diverse and dynamic team of people and want to make a real difference within a creative organisation. You are extremely personable and great at planning, creating systems, and making sure that things get done.

You may aspire to a senior position within a company and see this as an excellent opportunity to develop your skills and understanding within a relatively small core team.

You may have strong comparable experience and wish to work within a highly creative environment.

Essential skills, qualities and experience	Desirable skills, qualities and experience
Strong IT skills and confidence in using a range of standard software packages	Experience of additional Microsoft products Experience in developing and managing data base systems such as File Maker Pro and Patronbase Experience in using Sage
Strong written and spoken communication skills in English	Ability to speak and write Welsh fluently and confidently
High standards of literacy and numeracy	
The ability to work in a focused and concentrated manner with strong attention to detail and a commitment to achieving goals	
At least three years' experience within a comparable role	Specific experience and/or qualifications within HR, policy development, book-keeping, events
A desire to work within a creative and fast moving environment	Experience working in the arts
A desire to learn, identify and enact improvements, solve problems, find solutions	Experience in system development

Recruitment Process

This is a part-time role, based on 4 days (32 hours) per week. This is fixed term contract covering a period of maternity leave of up to 13 months, which will include a 3 month trial period.

Closing date for applications: 10am, Monday 5 August 2019
Interviews: Week commencing 19 August 2019
Indicative start date: Week commencing 7 October 2019
Salary: £22,000 per annum, pro-rata (£17,600 for a 4 day working week)

NoFit State is an Equal Opportunities employer and welcomes applications from all sections of the community.

Applicants must be eligible to work in the UK.

If you wish to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and send together with a covering letter and a copy of your CV to: jobs@nofitstate.org or **Company Administrator (Maternity Cover)**

NoFit State Circus
Four Elms Road
Cardiff CF24 1LE