

Company Administrator

Job Information pack

About The Spark Arts for Children

The Spark Arts for Children is a busy children's art organisation based in the LCB Depot, in the heart of the city of Leicester's cultural quarter.

We promote a wide-ranging programme of work including an annual arts festival for children across schools and city venues, artist residencies in libraries, education projects and touring new theatre productions for children to city, county and east midland locations and venues. We also provide leadership and direction for the development of The City Classroom, Leicester's Cultural Education Partnership.

The Spark brings together exceptional national and international artists creating work for children. The festival features theatre, dance, music, poetry, puppetry and visual & digital arts. The work is often innovative and experimental and performed by companies at the forefront of their profession.

Our Mission

Extraordinary experiences for children, sparking creativity and change.

Our Values

- A fair and safe environment where everyone is valued.
- The space for big ideas to grow.
- We are curious and love learning
- Empowering children & young people to be amazing.

Strategic Objectives

- To commission and produce high quality, diverse and innovative programmes and products which provide children, their families and their communities with the opportunity to experience the richness of the arts in a variety of local, regional, national and international settings.
- To organise a children's arts festival each year recognised nationally and internationally for the quality, diversity and innovation of the artists and programme, and valued locally for its contribution to the quality of life for children,
- To champion cultural education activity locally to ensure that children in Leicester/shire thrive through rich and adventurous experiences, no matter where they start in life, and to advocate for children's rights to enjoy artistic opportunities as audiences, as learners and as creators of their own art.
- To ensure that the organisation is sustainable, well governed by a skilled board and has the hallmarks of an effective charity.

thesparkarts.co.uk

Job Description

Job Title: Company Administrator [Maternity cover]

Line Manager: General Manager

Office Team: Director, General Manager, Creative Producer, Projects Manager, Marketing Manager, Development Manager, Company Administrator, plus short contract Projects Coordinators, Artists in Residence, Intern

PURPOSE OF ROLE

- To work with the General Manager to manage the financial, administrative and communication systems, ensuring the smooth running of the company.
- To support the work of the Spark team in the effective production and delivery of The Spark's programme.

KEY RESPONSIBILITIES

Company Administration

- Run the day to day administrative operations and systems
- Be responsible for managing contract processes for staff, freelancers, artists, performing companies, project partners and venues.
- Support the General Manager in the administration of trustees, company policies and HR procedures
- Order and allocate resources and supplies
- Respond to telephone and email enquiries
- Provide administrative support for other members of the team as required

Finance

- Carry out day to day book-keeping, Sales invoicing, petty cash and Purchase invoice processes
- Assist with the Annual Financial Report and other legal and statutory requirements
- Support the production of financial reports and management accounts

Communications

- Maintain and update databases and other information systems, ensuring security, integrity and confidentiality of data
- Maintain and update company websites
- Organise company mail outs
- Administrate the company's social media accounts

Supporting the programme

- Support the team in administration tasks for projects and events, including booking processes and minuting meetings
- Recruit and manage volunteers for the Spark Festival and other projects as required
- Assisting with the collection of data and monitoring information for Arts Council England and other stakeholders

Person Specification

Factor	Requirements
RELEVANT EXPERIENCE	Extensive experience as an office administrator, not necessarily in the arts.
<i>Essential</i>	Experience of financial administration and book-keeping, preferably using Quickbooks.
	Experience of running Human Resources systems for a small business.
<i>Desirable</i>	Experience of running mail list databases and sending out marketing communications.
KNOWLEDGE	Knowledge and understanding of data management in line with GDPR and PECR legislation.
<i>Essential</i>	
<i>Desirable</i>	Some knowledge of contracting, Companies House and Charity Commission legislation

SKILLS <i>Essential</i>	Excellent computer literacy with an ability to use standard office programmes e.g. Word, Excel (Windows)
<i>Desirable</i>	Awareness and enthusiasm for the use of digital and social media channels for communication.
PERSONAL QUALITIES	Ability to manage own time and prioritise workload
<i>Essential</i>	Commitment to team working and a flexible approach to working practices.
	Excellent organisational skills and attention to detail.
<i>Desirable</i>	Full UK Driving licence
	An interest / knowledge of the performing arts

We would suggest that in your application you demonstrate how your experience and skills relate to each aspect of the person specification.

Contract Details

Salary: £18,360 pro rata per annum
Working hours: Part-time 2.5 days per week (18.5 hours)
Location: The Spark office in Leicester
Start Date: October 2020
End date: One month notice of current post holder's return to work or 30 June 2021, whichever is the earliest.

This is a temporary appointment due to the absence on maternity leave of the post holder who is expected to return to work in June 2021. This temporary contract is expected to end upon her return unless terminated earlier.

Office hours: Standard office hours 9 am – 5.30pm.
However hours could be spread over more days to accommodate school hours. Some evening or

weekend work may be required, particularly during the Festival in February. The Spark operates a Time Off In Lieu system.

Holiday: Pro rata 20 days per year plus bank holidays.

Appointment is subject to a probationary period and satisfactory enhanced DBS disclosure.

Application information

Closing date for applications: 5pm Monday 14 September

Interviews: Week of 21 September tbc – expected to be online

Application is by submission of The Spark's application form, or by video / audio recording answering the questions on the form. A cv may be submitted in addition to answering the questions.

Submissions should be sent by email to jobs@thesparkarts.co.uk

All applications will be acknowledged by email.

The Spark Arts for Children strives to be an equal opportunities employer, and would appreciate applicants completing the monitoring form. An electronic version will be sent to you with your application acknowledgement.