

**Administrator**

Thank you for your interest in the position of Administrator at Open Clasp Theatre Company.

Please find the application pack attached. You should have the job description, position overview, person specification and a page about Open Clasp. Please also see [www.openclasp.org.uk](http://www.openclasp.org.uk) for further information about the company and our work.

**How to apply**

1. Read the Job Description and Person Specification.
2. Complete the application form – please note we do not accept CVs.
3. The top sheet containing your personal information will be removed before short-listing to make the process fair so please do not add your name to any of the other sheets.
4. Please ensure that in your Supporting Information on the last page of the application form you tell us how you meet the skills in the Person Specification.
5. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact our Company Development Manager, Carly McConnell on 0191 272 4063.
6. Once you have completed the application form please email it to [recruitment@openclasp.plus.com](mailto:recruitment@openclasp.plus.com) putting the job title in the subject box or post it to Recruitment, Open Clasp Theatre Company, The Stephenson Building, 173 Elswick Road, Newcastle upon Tyne, NE4 6SQ. Please mark your envelope “Private & Confidential”
7. Any application forms must be received by the deadline of **1pm on Wednesday 29th November** to be included in the recruitment process.

We look forward to receiving your application and will reply to all applications.

Interviews will be held on **Monday 11th December 2017.**

We are looking for a female Administrator as an important part of the role of is working closely with members and participants, who are predominantly vulnerable women, and building relationships with these groups.

Please note that, as the role may involve working with vulnerable adults as well as some financial responsibility, the successful applicant will be subject to an enhanced CRB disclosure.

**Job Summary**

You will work with our Company Development Manager, Artistic Director, Creative Producer and Board of Trustees, being responsible for administrative tasks relating to the day-to-day operation of the company.

You will have duties related to Open Clasp’s projects, tours, fundraising and various finance duties. The current staff and management team consists of:

* Our Board of Trustees (voluntary)
* Artistic Director (Full time)
* Company Development Manager (4 days a week)
* Creative Producer (Full Time)
* Other freelance and contractual staff join the team as required (creative team, production and stage management, cast etc)

A full induction will be given and training provided where needed. The position is part time and is based in our Newcastle office, Stephenson Building (West End Women and Girls Centre), Elswick. All applications will be considered on merit and in accordance with our equal opportunities policy.

There will be times when you will be in the office on your own. You will always have support from all members of the team but it is important that you are flexible, adaptable and self-motivated enough to manage these periods.

**Outline terms and conditions:**

**Job Title:** Administrator

**Reports to:** Company Development Manager

**Hours:** Part time - 28 hours per week. Occasional evening and weekend work will be required.

**Salary:** NJC payscale, scale 4 £18,070 (pro rata)

**Contract:** Permanent contract (subject to probationary period)

**Key Objective:** To manage the day to day running of the office and ensure the smooth operation of Open Clasp Theatre Company.

**Location:** Open Clasp’s office at West End Women and Girls Centre, Elswick, Newcastle upon Tyne.

**Notice Period:** 1 month

Person Specification

**Essential:**

1. Commitment to the aims and ethos of Open Clasp Theatre Company
2. Commitment to empowering young women/women
3. High Level of computer literacy (Microsoft office)
4. Ability to input and manage bookkeeping/ accounting software
5. Experience of using Quickbooks
6. Experience of finance management/monitoring/payroll administration
7. Good organisational abilities
8. Good administrative skills – maintaining filing systems, book keeping, banking and experience of minute taking
9. Clear, confident communicator
10. Willing to work as part of a team and also on own initiative
11. Flexibility in approach to work
12. Excellent telephone manner
13. Ability to prioritise workload

**Desirable:**

* Interest in Theatre and the arts
* Experience working in an arts organisation
* Qualifications, in accountancy, business administration, ICT
* Experience of preparing reports, maintaining statistical records.
* Experience of monitoring and evaluation.
* Experience of working in a voluntary organisation.
* Experience of fundraising.
* Database implementation and management
* Ability to communicate on behalf of an organisation using Social media.
* Experience of updating company website and ability to use Internet to gather information.
* Knowledge of Charity Commission and Company House Requirements
* Experience of assisting to organise company events e.g. AGM

Job Description

Job Title: Administrator

**Reporting to: Company Development Manager**

**Part Time: 28 Hours**

**Salary: £18,070 pro rata**

**Job Purpose:**

To manage the day to day running of the office and ensure the smooth operation of Open Clasp Theatre Company.

**Key Responsibilities & Duties:**

The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Bookkeeping: keeping QuickBooks up to date and making sure all spend is allocated to projects; weekly cheque and BACs run; reconciliation of bank statements; initial preparation of Trustee and funder reports; working with Company Development to match reports to cash flow and budget; working with accountant to prepare final accounts; managing and collecting petty cash.
2. Bank, petty cash, invoices, organising wages. To assist in the preparation and distribution of payment of subsistence, meal allowances, overnight allowances and travel expenses to company members as necessary.
3. Compliance: ensuring policies are up to date; informing Board of legal changes; making sure all Charity Commission and Company House requirements are met; keeping the company/charity registers.
4. Board of Trustees: preparing and distributing papers including agenda, minutes, policies etc; arranging the calendar.
5. General Office duties. Typing letters, reports and other documents and undertaking filing and photocopying as required, dealing with incoming and outgoing post. Answering the telephone and dealing appropriately with enquiries. Maintaining the Project’s stationery stock and equipment.
6. Assisting with monitoring and evaluation of the project’s service provision and producing monthly and yearly statistics.
7. Contribute to the design, implementation, monitoring and evaluation of administrative and financial systems to ensure an effective and efficient service.
8. Assisting the Company Development Manager with contracts for workers (ensuring meet ITC approved manager requirements), freelancers and venues; copyright; preparing all relevant paperwork e.g. photo consent forms
9. To prepare and send contracts to venues for each show. To prepare and send contracts/information/script to actors/agents.
10. To assist the Creative Producer and Artistic Director in the organisation of audition schedules.
11. Database implementation and maintenance
12. To assist in the preparation and distribution of marketing packs to promoters for each production. To package, record delivery and distribute leaflets and posters to all promoters/venues as instructed.
13. To assist in the mail out for each production.
14. Supporting volunteers who carry out administrative tasks
15. Assisting with the arrangements of events: e.g. AGM, preview, including booking venue, catering, crèche etc; sending invitations and managing guest lists.
16. Attending Board Meetings and subcommittee meetings as required.
17. Ensuring that the development of the company reflects its philosophy and ethos.
18. Complying with all Open Clasp policies including Equal Opportunities, Child protection and Health and Safety.
19. Undertaking any additional duties as may reasonably be required.

**About Open Clasp Theatre Company**

Open Clasp makes truthful, risk taking and award-winning theatre informed by the lived experiences of working class women, women disenfranchised in theatre and society, those from minority communities and women affected by the criminal justice system.

Founded in 1998, Open Clasp is part of the National Portfolio of Organisations funded by Arts Council England. We take a special interest in women and young women from the North, shining a light on their experiences through our work. We make space for debate, encouraging our audiences to walk in the shoes of the most disempowered women in society.

Our work is performed in theatres, prisons, village halls, schools, conferences and community centres and most recently, Edinburgh Fringe and off-Broadway to national and international acclaim. It resonates deep into the communities where it is created and outside ensures the under-represented are seen in a new light by both women and men, and those who can make a difference.

Our multi-disciplinary approach shapes the work of researchers and leading policy experts. We contribute to regional and national discourse, performing at the Houses of Parliament in 2016 contributing to the Prison Safety and Reform White Paper and informing a 2014 Government policy report on dementia and diversity by the North East Dementia Alliance.

**Our Values:**

* To collaborate with some of the country’s most marginalised women and young women, placing their lived experience at the centre of our creative processes
* Ensure the voices of those women are heard by audiences including policy makers
* Make space for discussion, debate and critical conversations
* Promote respect, equality and inclusion

**We are:**

Catrina McHugh MBE - Artistic Director and Writer

Carly McConnell – Company Development Manager

Application Form

Please write or type in black ink.

**All personal details contained on this top sheet are removed before short-listing. Please do not add your name to any other sheets.**

Position applied for: **Administrator**

We ask that you include all relevant information on this form. **Please do not** send CVs or References.

|  |  |  |
| --- | --- | --- |
| **Personal Details:** | | |
| Full Name | | |
| Address | | |
| Home telephone | Work telephone | |
| Mobile telephone | Email Address | |
| National Insurance Number | | |
| In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made.  Are you entitled to work in the UK? **Y/N**  Do you require a work permit to work in the UK? **Y/N** | | |
| **References:** | | |
| Please give names, addresses, work telephone numbers and occupations of two people who can be contacted to verify the information contained within this application, one of whom should be your present (or most recent) employer. Referees will normally be contacted at the same time as candidates are called for interview.  May we approach your referees without further permission **Y/N** | | |
| Telephone No. | Telephone No. | |
| **Criminal Convictions** | | |
| Open Clasp are committed to equality and diversity, and will treat all applications fairly. This position involves contact with vulnerable adults, and financial responsibility; therefore an enhanced CRB disclosure will be required. A criminal record will not necessarily be a bar to obtaining a position.  Have you ever been convicted or cautioned for any offence? **Y/N**  If Yes please include a separate piece of paper with more details. Please state your name and the post applied for at the top of this sheet. | | |
| **Equal Opportunities Monitoring Form** | | |
| Open Clasp Theatre Company is an equal opportunities employer. To assist us in monitoring the operation of our equal opportunities policy, and **for no other reason** please answer the following questions. (Tick box where appropriate). This information will be detached before your application is passed for short-listing. | | |
| **DIVERSITY** | | |
| Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality. | | |
| **White**   * British * Irish * Any other white background, please state: | **Asian or Asian British**   * Asian Bangladeshi * Asian Indian * Asian Pakistani * Any other Asian background, please state: | |
| **Black or Black British**   * Black African * Black Caribbean * Any other Black background, please state: | **Chinese or other ethnic group**   * Chinese * Any other, please state: | |
| **Dual Heritage**   * Dual Asian & White * Dual Black African and White * Dual Black Caribbean & White * Dual Chinese & White   Any other dual background, please state: | | |
| **SEXUAL ORIENTATION** | | **Please tick** |
| Heterosexual | |  |
| Lesbian, Gay and Bisexual | |  |
| Other | |  |
| Prefer not to say | |  |
| **DISABILITY** | | |
| Do you consider yourself to have a disability? **Y/N**  If yes please give details:  Do you need access support for the interview? **Y/N**  If yes please give details: | | |
| **PERSONAL DETAILS** | | |
| **Age Group** (please tick)  Under 21 22-30 31-40 41-50 51-60 Over 60 | | |
| **GENDER IDENTITY** | | **Please tick** |
| Men | |  |
| Women | |  |
| Non-binary | |  |
| Prefer not to say | |  |
| **Gender assumed to be at birth** | |  |
| Male | |  |
| Female | |  |
| Prefer not to say | |  |
| **Where did you see this vacancy advertised?** | | |

**EDUCATION AND OTHER TRAINING/EXPERIENCE**

(Please start from last secondary school attended)

|  |  |  |
| --- | --- | --- |
| **Dates** | **School** | **Qualifications** |
|  |  |  |
| **Dates** | **College/University** | **Qualifications** |
|  |  |  |
| **Dates** | **Further Education or Formal Training** | **Qualifications** |
|  |  |  |

|  |
| --- |
| **Any other relevant courses attended** |
|  |

|  |
| --- |
| **Details of any professional membership** |
|  |

|  |
| --- |
| **Details of activities relevant to the post applied for (e.g. hobbies)** |
|  |

**EMPLOYMENT HISTORY**

(Please duplicate this sheet if more space is required, and include paid and voluntary work, with most recent listed first.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employers Details** | **Job Title** | **Main Duties in Brief** |
|  |  | Salary:  (include for most recent employment only) |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | |
| With reference to the Job Description and Person Specification what do you think you can contribute to the company?  (Continue on a separate sheet if necessary) | | | |
|  | | | |

|  |
| --- |
| **DECLARATION** |
| **I declare that the information on this form is true and complete. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged.**  Signature: Date:  Please note there is no need to have an original signature on the form if you are emailing it back to us. In emailing the form we accept that you are declaring that the information contained within the application is correct. |