

Administrative Assistant

Job description & Person Specification

Responsible and reports to: Executive Director

Responsible for: Administrative support

Salary: £9.00 per hour

Pension: Non-eligible but you may be eligible to request enrolment

Hours of work: 15 hours per week

Base: Woodend Barn, Burn O'Bennie, Banchory, AB31 5QA

Period of contract: Fixed until 31st March 2019 (This may be extended depending on funding)

Period of notice: 1 month

Probation Period: 2 months

Holiday entitlement: 28 days including bank holidays (pro rata)

Subject to PVG Check: No

The Organisation:

North East Arts Touring (NEAT) is a registered charity and promotes professional theatre performances and film screenings across the North East via a team of Volunteer Promoters. NEAT also runs a Young Promoter Scheme to empower young people to promote professional events and learn event management skills.

Job Purpose:

To provide administrative support across the organisation and help to optimise organisational efficiency

Tasks and Responsibilities:

Working closely with the Executive Director and Office Manager to:

- Upload events to NEAT website (Wordpress).
- Contribute to NEAT's social media activity.
- Collate information and distribute NEAT's monthly e-newsletters via MailChimp.
- Prepare box office publicity materials for our volunteer promoters.
- Assist in the preparation of regularly scheduled reports.
- Maintain contact lists and databases.
- Carry out any new or additional duties commensurate with the post and any relevant tasks as requested by the Executive Director or the Office Manager.

Conditions of Service:

This post is available as a fixed term contract until 31st March 2019. This contract may be extended for a further 12 months depending on funding.

The post is part time at 15 hours per week. Working pattern to be negotiated. Some evening and weekend work may be involved for which time in lieu can be taken.

No overtime will be paid.

Annual paid leave will be 28 days pro rata.

The Administrative Assistant will be line managed by the Executive Director.

The Administrative Assistant will be employed under the PAYE system.

Equal Opportunities

NEAT is an equal opportunity employer, please contact Emyr Bell, Executive Director (see below) if you have any queries or concerns regarding this opportunity.

Applications

To apply please complete our online application form

<http://neatshows.co.uk/marketing-assistant-post>

To monitor the effectiveness of our equal opportunities policy, all applicants are asked to complete our Equal Opportunities Questionnaire, the information you provide does not in any way form part of our selection process.

If you have any questions or would like an informal discussion regarding this opportunity please contact:

Emyr Bell
Executive Director
North East Arts Touring
Woodend Barn
Burn O Bennie
Banchory
AB31 5QA

emyr@neatshows.org.uk

01330 826525

Applications to be received by: **Sunday 20 May 2018**

Interviews: **Monday 28 May 2018**

Interview Location: **Woodend Barn, Burn O'Bennie, Banchory, AB31 5QA**

Administrative Assistant – Job Specification

Qualifications / Education / Training	Essential / Desirable	How assessed
Academic achievement to Scottish National 4 or 5 level, Standard Grade in English and Mathematics or equivalent transferable experience or skills	Essential	Application Form

Experience, knowledge, skills & abilities	Essential / Desirable	How assessed
Computer literate and familiar with the use of Microsoft packages including Excel.	Essential	Application and Interview
Experience in using Databases	Essential	Application and Interview
Proven experience in a busy office environment	Desirable	Application and Interview
Excellent organisational skills – ability to organise own work and manage time effectively	Essential	Application and Interview
Good interpersonal and communication skills – both written and verbal	Essential	Application and Interview
Capable of prioritising tasks to meet deadlines	Essential	Application and Interview
Ability to work on own initiative and as part of a team	Essential	Application and Interview
Accuracy and attention to detail	Essential	Application and Interview
A competent user with a broad knowledge of social media platforms	Essential	Application and Interview
Ability to respond appropriately to volunteer and customer needs	Essential	Application and Interview
Flexible and adaptable	Essential	Application and Interview