



ADMINISTRATOR

Interim post until June 2019

Responsible to: General Manager

Scope of post:

The administrator will undertake administrative responsibilities to support Candoco's operational and marketing activities, providing key support to the whole Candoco team, and the day-to-day running of the office.

Key areas of responsibility:

General Administration

- Support in GDPR compliance and ensuring company contacts databases are up to date
- Supporting the General Manager with the Access to Work scheme for disabled dancers
- HR support in recruitment procedures and maintaining Equal Opportunities data collection
- Liaison with Candoco's IT support, suppliers (e.g. cleaning services), Leroy House (office base)
- Research (e.g. insurance policy comparisons, travel and accommodation options for touring)
- Arranging logistics such as venue hire and catering for Board meetings and away days
- Assisting with collation and distribution of Board papers at Board meetings

Communications and marketing

- Regular updating of the company website and social media platforms
- Support with creating marketing packs
- Collection of audience data from company performances



Finance

- Assisting the Finance Manager in the control of the company's sales and purchase systems, petty cash accounts and other financial records, including company credit cards
- Management of merchandise orders, including preparation of resource packs and maintenance of the Paypal account
- Regular updating of the computerised accounts system (Accountedge)

Additional support and duties:

- Act as initial point of contact for general enquiries (telephone and info@candoco.co.uk) and communications enquiries (under direction of the Communications Manager)
- Administration of the company's photo and video libraries and responding to general marketing requests
- Assisting with office filing and archiving systems (both paper-based and electronic)
- Maintenance of office supplies and stationery
- Monitor and book training for staff as and when required (e.g. first aid training)
- Recording and distributing staff meeting notes
- Other tasks as directed by the team, including general and project assistance.

Joint Team Responsibilities

- To abide by the joint team responsibilities as outlined in the Staff Handbook (e.g. H&S, environmental sustainability and equal opportunities).



ADMINISTRATOR

Essential Skills and Attributes

- Excellent communication skills (both written and verbal) and excellent numeracy skills
- A proven track record of administrative experience and an interest in and willingness to learn about all aspects of company management
- Experience of computerised accounting systems
- A commitment to the principles of inclusive way of working and equal opportunities
- Capacity to work with software packages, particularly with current knowledge of Microsoft Windows operating system including Word, Excel, and Google apps (Calendar, Google Drive)
- Strong organisational skills:
 - Self-motivated
 - Orderly and systematic
 - Able to prioritise own workload
 - Problem solver
 - Able to meet deadlines
 - An exceptional eye for detail
- Commitment to working collaboratively and flexibly within a small team
- Ability to work quickly and stay calm under pressure

Desirable Skills and Attributes

- Knowledge of/interest in contemporary dance
- Understanding of database management
- Experience of performing arts administration



CONDITIONS OF EMPLOYMENT

This post is offered full-time on a fixed term contract until June 2019 with the possibility of extension.

Salary: £24,000 - £26,000 (dependent on experience) per annum.

As an employee of Candoco Dance Company, tax and national insurance will be deducted from your salary at source.

Annual Leave entitlement: 25 days pro rata

There will also be a public holiday entitlement.

You will be working at the company's office base at:

Candoco Dance Company, Unit 2T Leroy House, 436 Essex Road, London N1 3QP

In addition, you may be required to travel to other locations where the company is working.

The majority of your working days will be spent in the office where normal office hours are 10am – 6pm.

This post may involve working unsocial hours at times. Overtime is not payable, but time off in lieu (TOIL) will be given.

HOW TO APPLY:

Please send a CV and short cover letter (max. one side of A4) describing any relevant experience, your interest in working with the company, and how you meet the job description and person specification, to Joanne Lyons at joanne@candoco.co.uk.

The deadline for applications is 12pm on Monday 18th March.

We will invite you for an informal interview at our office in London in w/c 18th March.

If you have any questions or would like to have an impartial chat about the role please contact Joanne at joanne@candoco.co.uk or 020 7704 6845.