

Job Vacancy: Administrator

Full-time / £24,000-£26,000 per annum dependent on experience

Thank you for your interest in joining Candoco Dance Company.

We are looking for an experienced, personable and highly capable Administrator to join the team at Candoco.

This is a really exciting time for the company: Last year, we performed over 50 times in eight different countries, our youth dance company Cando2 performed alongside Hofesh Schechter at the Tower of London and we became the first contemporary dance company to appear on Strictly Come Dancing. In 2019 we will be working with the Royal Opera House to stage *The Lost Thing*, a musical reimagining of the popular book by Shaun Tan; we are in the studio making a new work with choreographer Theo Clinkard; and we are taking our new duet *A Graceful Act of Stupidity* out to summer festivals. And this is just the beginning of the adventure as we work towards our 30th anniversary in 2021...

Candoco is made by the people we work with – our staff, our dancers and our artists; and we are thrilled that you are interested in joining our team.

We want to work with people with different experiences, skills and stories, as this is how we continue to learn, continue to grow and continue to thrive. The person specification in this job description will give you a picture of what we need but please don't be put off if there are some areas in which you don't have as much experience. The most important thing to show us in your application is how you want to make a positive impact on our team and help us expand perceptions of what dance can be, and who can do it.

We look forward to hearing from you.

The Candoco Team

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ADMINISTRATOR

Responsible to: General Manager

Key working relationships: Head of Finance, Head of Communications, General Manager

Scope of post:

This key role provides day-to-day, company-wide administration for Candoco. Reporting to the General Manager and responsible for the smooth running of the office, the Administrator also provides essential support to the Head of Finance, Head of Communications and diary support for the Artistic Co-Directors and Executive Director.

Key areas of responsibility:

Finance

Management of all day-to-day financial transactions including:

- To raise company sales
- To process purchases
- To set up bank payments and international money transfers
- To maintain and control the petty cash system
- To process company credit card records
- To maintain the Paypal account
- To respond to requests from budget holders for petty cash, tour floats, etc.
- To record all transactions onto the computerised accounts system (Accountedge) and regularly update the system, including weekly bank reconciliations (current and deposit bank accounts, Paypal account), monthly credit card reconciliation and monthly petty cash/float reconciliations

Company Administration:

- To act as initial point of contact for enquiries coming into Candoco (telephone and info@candoco.co.uk) and to communicate these to the relevant team members
- To provide diary support for the Artistic Co-Directors and Executive Director
- To administer the company's photo and video libraries and to respond to general marketing requests
- To manage office filing and archiving systems
- To manage office supplies and stationery
- To monitor and book training for staff as and when required (e.g. first aid training)
- To coordinate staff meetings, including recording and distributing notes
- To support the Touring Producer and Creative Learning Producer with booking studio space, hotels and travel, when needed

Operations

- To ensure the company contacts databases are up to date and GDPR compliant
- To support the General Manager with the Access to Work scheme for disabled dancers
- To provide administrative support for all recruitment processes
- To maintain Equal Opportunities data collection in accordance with GDPR regulations and the company privacy policy
- To liaise with Candoco's IT support, suppliers (e.g. cleaning services), and office landlords
- To support the General Manager to administer visa applications
- To support the General Manager with the logistics of Board Meetings, including preparing papers and booking meeting rooms

Communications and Marketing

- To support the Head of Communications with audience data collection
- To support the Head of Communications in the creation of promotional and marketing packs
- To undertake monthly social and website data collection
- To manage merchandise inventory and replenish when stock is low
- To process merchandise orders, including preparation of resource packs
- To manage the company's social media presence, as advised by the Head of Communications
- To ensure the Candoco website is up to date and support the Head of Communications in the delivery of the new site
- To manage the company's image library and photography, and to share images and information publicly/with venues when required.
- To manage communications with touring venues, when requested by the Head of Communications
- To support the Head of Communications with press and PR enquiries and interview requests

Joint Team Responsibilities

- To act as an advocate for Candoco Dance Company at all times
- To abide by the joint team responsibilities as outlined in the staff handbook
- To give due consideration to Equal Opportunities in all aspects of work, e.g. access for disabled people, fair recruitment procedures
- To ensure good working practices in all aspects of the company's work furthering its stated policies and working within the Company's guidelines
- To give due consideration to Environmental Sustainability in all aspects of work, e.g. ensuring minimum waste, using appropriate transport

This job description is a guide to the nature of the work required of the Administrator. It is not wholly comprehensive or restrictive and may be reviewed as required.

Person Specification

Essential Skills and Attributes

- A commitment to the principles of inclusive practice and equal opportunities
- Excellent communication skills (both written and verbal)
- Excellent numeracy skills with a keen eye for numerical detail
- 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
- An understanding of Microsoft Windows operating systems 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

Terms and conditions

Contract type	This is a full-time (37.5 hours per week), permanent role. Normal office hours are 10am – 6pm. Some evening and weekend work may be required. Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement. Tax and national insurance will be deducted from the post holder's salary at source.
Annual salary	£24,000 - £26,000 per annum. Salary level is dependent on experience.
Pension	Candoco makes a 5% employer's contribution into a Qualifying Pension Workplace Scheme whilst Employees make a balancing payment of up to 3% (at present). Employees are able to opt out of this additional payment, or to increase their personal contributions, should they wish.
Working locations	The post holder will work from the company's office base at 2T Leroy House, Islington, and the company's studio at Aspire in Stanmore, and such other rehearsal or performance venues as may be arranged.
Annual leave	25 days plus public holidays.
Probationary period	Appointment will be subject to a three-month probationary period.

Candoco is an equal opportunities employer. We welcome applications from all sectors of the community and are particularly keen to hear from D/deaf and disabled people. Any applicant who identifies as d/Deaf or disabled and meets the criteria of the person specification will be invited to interview.

Please contact Joanne Lyons on joanne@candoco.co.uk if you require reasonable adjustments to any part of the application process.

HOW TO APPLY:

Please send your completed application form to Joanne Lyons at joanne@candoco.co.uk and confirm completion of the online equal opportunities monitoring form to be found at www.candoco.co.uk/about-us/vacancies/.

The deadline for applications is 12pm on Monday 17th June 2019.

For shortlisted candidates, interviews will be held at our London office on Tuesday 25 June 2019 with a possible second interview on Friday 28 June 2019.

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.