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**Post: Administrator**

**Hours:** 35 hours (Full Time) per week with occasional

weekend and evening work to support the delivery

of projects and festival events.

**Salary:** £21,000 per annum

**Reporting to:** Director

**Location:** Based at the company office at Bluecoat, School Lane, Liverpool, L1 3BX. Offsite working is required to support delivery of events and projects.

**Flexible working:** Can be discussed in response to need.

**Holiday entitlement:** 25 days plus bank holidays

**Pension:** Employee enrolled into the Nest Pension Scheme with 3% employer’s statutory contributions.

**This post is time limited and funded by Arts Council England until 31st March 2026**

Please note Liverpool Arab Arts Festival is not able to offer sponsorship for overseas workers. All candidates must have the right to live and work in the UK prior to applying.

**Purpose of role:**

We are looking for an **Administrator** to support the growth of the organisation at an exciting time. Working individually and as part of a team, the Administrator will play a key role in maintaining and building upon the smooth running, effectiveness and efficiency of LAAF administration.

The role will support with a wide range of office, event and project administration tasks and will often be the first point of contact handling communications with partners, audiences and funders.

**Successful candidate must complete the relevant DBS check.**

**Key Duties**

1. **Administration**

* Be the main point of contact for external enquiries via email, phone and post, directing key information to relevant staff.
* Office management, including ensuring all stationery and building supplies are monitored and replenished efficiently, adhering to best value and environmental policies.
* Ensure health and safety information, first aid boxes and mandatory certificates are displayed and maintained.
* Management of physical files, systems and company archive in office.
* Support with the management of organisational cloud systems, ensuring all files are uploaded and well organised.
* Manage the collection, processing and storage of organisational data across all areas of work.
* Support organisational reporting to funders and stakeholders.
* Support senior management in arranging appointments and coordinating meetings, preparing necessary papers and recording minutes where relevant.
* Maintain office workspace contributing to making the company office a well-resourced and welcoming space that is free of hazards.
* Organise annual Portable Appliance Testing of organisational equipment.

1. **Artistic administration**

* Issuing of agreed contracts for artists, suppliers and freelancers.
* Collate and record artists/performers and freelance workers equal opportunities data.
* Introduce and maintain a system recording staff, volunteer, board and artists travel information for environmental reporting.
* Lead on the implementation and collation of audience surveys and participants evaluations and entering responses into the online data system.
* Support programming team with the collation of artists information, including event copy and images.
* Arrange for the print and distribution of promotional material including festival brochures.
* Support artistic team in advancing events including; booking artists, venues, hotels and local, national and international travel.
* Be present at festival, community events and projects supporting with venue dressing, collating audience surveys, organising artists/performers dressing room riders.
* Oversee volunteer schedule for events.

1. **Finance**

* Work closely with senior staff to maintain accurate records of monthly financial activities.
* Support director imputing income and expenditure into digital finance system.
* Work closely with senior management to produce regular finance reports including funder reports.
* Work closely with the director to prepare for annual financial inspection.
* Preparing purchase orders for goods and services, processing and recording payments each month.
* Manage company petty cash, keeping accurate and up to records.
* Manage and record volunteer expenses and artists per diem cash payments.

1. **HR**

* Maintain staff and volunteer files, including: collation of timesheets, recording annual leave and sickness and ensuring personal information is reviewed and updated.
* Arrange for new staff and volunteer DBS checks and notify management when DBS renewals are due.
* Maintaining staff training and development records and support director in arranging training and development for staff, volunteers and board members.
* Providing external payroll provider with accurate monthly updated for the preparation of staff wages.
* Support management in maintaining and updating policies and procedures.

1. **Other**

* Contribute to updating core social media platforms and website.
* Collate press cuttings, reviews, quotes, pictures, video clips and recordings for publication on website and elsewhere.
* Support the production of LAAF digital newsletters.
* Carry out duties and responsibilities for Equal Opportunities, diversity and dignity at work in the delivery of services and the treatment of others.
* Adhere to organisation’s policies and procedures.
* Undertake training necessary to fulfil the role.
* Carry out any other duties as may be reasonably required by the management.

**Essential skills and experience:**

* A minimum of 2 to 3 years’ experience of working in an administrative or assistant capacity or a similar role.
* Able to work flexible hours including early starts, evenings and weekends during annual festival period, occasional out of festival events and community projects.
* Willingness to travel within the Liverpool City Region and occasional regional and national travel to meetings and events.
* Experienced in the use of IT for communications, creating documents, spreadsheets, database and electronic filing systems.
* Experience of petty cash and finance record systems.
* Experienced, comfortable and confident in working in a public-facing role.
* Warm, welcoming and confident in a range of communications.
* Excellent organisation skills and experienced in working towards and meeting multiple deadlines with solid attention to detail.
* Able to remain calm and focused in a fast-paced environment.
* Confident using Microsoft Word and Excel.
* Experienced team player willing to support others and comfortable in asking for assistance when needed.
* Can work independently and use own initiative whilst operating within organisations policy and procedures.
* Thorough understanding and commitment to diversity and equal opportunities.
* A commitment to embracing and upholding company mission, vision and values.

**Desirable:**

* Experience and knowledge of Arab culture.
* Arabic speaking.
* Experience of working within a festival and/or arts environment.
* Experience of working for a charitable organisation.
* Working knowledge of the safeguarding of children and vulnerable adults.
* Experienced in the use of digital finance management systems.

Please note: The Administrator will need to be present in lead-up and during the annual Liverpool Arab Arts Festival in July. Holidays will not be authorised during these key times.