

Creative Learning Administrator



Applying for this post

To apply for this post please complete the online application process on our website:
<https://www.birmingham-rep.co.uk/about-us/jobs-vacancies/>

Data from your diversity monitoring form will not be shared with the recruitment panel.

*we accept other forms of submission including video and audio recordings.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact RepTalent@birmingham-rep.co.uk

The deadline for receipt of **applications** is **WEDNESDAY 20TH OCTOBER** at **MIDDAY**.

If **shortlisted** for interview you will hear from us by **TUESDAY 26TH OCTOBER**.

Interviews will be held via Zoom on **1st and 3rd NOVEMBER 2021**

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

Role Summary

The Creative Learning Administrator is the glue to support all aspects of our busy education and engagement department: managing spaces, administration, finance, admissions and supporting projects which link young people, schools, colleges and communities with creative industries.

Main duties and responsibilities

The role main duties and responsibilities of the role are:

- **Specific Responsibilities**
 - To administer and coordinate Creative Learning projects
 - To manage incoming enquiries for Creative Learning programmes
 - To develop and maintain effective budgetary control and administration systems
 - To support effective communication between the REP and stakeholders
 - General administration for the department and associated activities, including contracting, risk assessments, chaperones & licensing, monitoring & reporting
 - Management of the accounting systems including ordering, invoicing and reconciliation
 - Development and dissemination of partnership agreements
 - Management of events and projects, including the scheduling of freelance staff
 - Scheduling of projects, including room bookings & operational meetings
 - Management of the REP's work experience programme & placements
 - Management of web-based learning resources and active input into the website
 - To act as the main point of contact for internal and external departmental enquiries
 - Organise industry days for students, liaising with internal staff to deliver
 - Communicate with and manage volunteers as necessary for activities

- **General Responsibilities**
 - Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
 - Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committee's.
 - Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.

- Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

This role is an integral member of the Creative Learning team and you will work closely with the Creative Learning Director, Head of Education, Young REP Director and departments across the organisation.

You will be managed by the Director of Creative Learning

This structure may change from time to time based on business need, but reflects the broad areas of responsibility

Internal

- Members of the Senior Management team
- Heads of Department across the organisation

External

- Providers, suppliers
- Users of the theatre and the public
- School partners
- Project funders
- Freelance practitioners

Person specification

You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Experience of organising/administrating activities
- Familiarity with diversity & access practices
- Good IT & presentational skills, especially Office software
- Knowledge of the theatre or wider Arts sector
- Knowledge of working with young people
- The demonstrable ability to manage a complex workload whilst working with people diplomatically and effectively
- A positive, proactive, self motivated and flexible approach
- Experience of problem solving and decision making
- The ability to carry out work under pressure and maintain good humour and diplomacy
- A desire to learn and develop
- A willingness to work evenings and at weekends when necessary

It'd be great if you had

- A good understanding of diversity and access practices
- Experience of organising/administrating activities for a professional arts or not for profit organisation
- Experience of working safeguarding procedures and young people with additional needs
- Experience of working with the education sector and theatre education networks
- Knowledge of current trends in drama and theatre education

Terms & Conditions

Role name

Period of work

This is a permanent contract, subject to successful completion of a probationary period of *two months*.

Pay

£24,538.80 (Officer 3); pro-rata if part-time.

Hours

39 hours per week

Some evening and weekend *work* will be required.

Holidays

20 days per year plus public holidays

The holiday year runs from 1 September to 31 August each year.

Notice period

The notice period will be *8 weeks*

Location of work

Your main place of work will be The REP in Birmingham, but you may be required to work permanently or temporarily at other locations locally

You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

Other benefits

- Contributory staff pension, 5% employee and 3% employer

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The REP food and drink outlets (when available)
- We actively encourage all staff to see shows as believe that being part of the REP product enhances everyone's experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The REP's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There's no such thing as perfection...

At the REP we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The REP is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The REP reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our REP to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Flexible working

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Offers

Any job offer we make is subject to:



- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Enhanced DBS check