ADMINISTRATION ASSISTANT: Recruitment information

**Orchestras Live is looking to appoint an Administration Assistant (part-time, 14 hours per week) to join our creative, entrepreneurial team and provide us with central administrative and data management support.**

We’re looking for someone who is self-motivated, organised and efficient and who values absolute attention to detail. You don’t need to have a background of working in the orchestral or performing arts sector to undertake this role – we’re more interested in your administration, IT and data handling skills. We’re excited by people who bring different work and life experiences, perspectives and ways of doing things to the organisation. We’re a small team of 11 employees, based across England.

Orchestras Live is an Equal Opportunities employer. Applicants who wish to disclose one or more protected characteristics are asked to make Orchestras Live aware of this in their cover email. All candidates who meet the minimum requirements of the role will be part of a longlist, from which those who most closely meet the requirements will be shortlisted. At this stage we will ensure that this includes any candidate on the longlist who has disclosed a protected characteristic which is currently under-represented within the Orchestras Live staff team, i.e. Black, Asian, ethnically diverse, D/deaf or disabled. Those assessing the applications will then compile a representative and manageable number of candidates to interview.

# About us

Orchestras Live has been evolving for more than 50 years. We believe that orchestras are for everyone and that live orchestral music has the power to inspire people for a lifetime.We are committed to engaging people of all ages and backgrounds, creating work that harnesses the transformative power of orchestral music to inspire, bring joy and support wellbeing.

We work in areas of the country which have suffered under-investment for many years, including rural and coastal parts of England. Our projects can take place in schools, care homes, prisons, arts venues, museums, outdoors and online. Our programme of activity involves work in the areas of community development, health and wellbeing, children and young people and workforce development, ensuring everyone has access to and can enjoy the benefits of live orchestral music, regardless of their background.

We believe that our work stands the best chance of success when it is founded on a listening culture; designed through consultation and collaboration with the diverse individuals and communities with whom we engage. We want this diversity to be reflected in our Board and staff team, and aim to achieve a nationally representative demographic profile across our organisation.

As an influential leader in the orchestral sector, Orchestras Live isalive to innovations and their potential to drive positive change. We are prepared to break the mould and explore new ideas or practices – artistic, technological, societal, environmental, and organisational. Our response to Covid‑19 has been agile; adapting and developing new ways of working in the new context. Looking ahead we believe that the social and economic environment for communities and cultural activity will be permanently changed and that many of the innovations from this period will be adopted as key elements of our work.

# Job Description

This role is a part-time (14 hours per week) employee position. The Administration Assistant provides the Orchestras Live team with central administrative and data management support. The role sits within the [Insight & Communications](https://www.orchestraslive.org.uk/about/our-people) delivery team.

**1.** **Main duties**

Under the direction of the Production and Insight Coordinator and General Manager:

* Support the administrative and financial process (see specific responsibilities) that underpin the smooth running of Orchestras Live’s programme of activity.
* Assist in the practical implementation of Orchestras Live’s data strategy to enable the organisation to effectively collect, store and retrieve evidence that can demonstrate its impact and value to a wide range of stakeholders.

**2.** **Specific responsibilities**

**Administrative and Financial processes**

Using Orchestras Live’s software programmes (currently SharePoint and Dynamics365), collect, input and maintain high quality data relating to Orchestras Live activity, including:

* Administrative processes
  + Administration forms: creating, sending and processing responses from event notifications and agreements, pre-event information including crediting requirements and programme advertisements, post-event claim and evaluation forms.
  + Monitor the receipt of information from partners to ensure timely responses and compliance with OL financial conditions, reporting the status of activity to the Production and Insight Coordinator.
  + Liaise with OL’s Producer team to obtain information required for the General Manager to create annual partnership agreements and partnership investment communications
  + Extract data as required to assist with the production of bespoke reports and analysis.
  + Create and maintain ‘how-to’ guides for admin processes and software.
* Financial processes:
  + Provide the General Manager with information required for the timely issue of invoices for partner Management Fees
  + Maintain the tab on the General Manager’s invoicing spreadsheet relating to anticipated partnership investment income and management fees.

**Impact and Insight**In consultation with the Production and Insight Coordinator, lead on the administrative processes relating to the planning and monitoring of Orchestras Live activity, including:

* Maintain and edit templates for data storage.
* Draft, in collaboration with the Production and Insight Coordinator, Orchestras Live’s audience and participant surveys and manage survey distribution and the processing of responses into reports.
* Assist the Production and Insight Coordinator in implementing areas of the Business Plan strategy relating to impact and insight, developing procedures to improve efficient collection, storage and processing of OL’s data.

**3.** **General responsibilities**

* Support the planning and delivery of online and in-person sector events, including providing administrative and technical support where required.
* Play a part in the general development of Orchestras Live as a member of the staff team.
* Any other general administrative tasks as required.

# Terms and Conditions

* The position is 40% full-time equivalent (14 hours per week excluding breaks).
* Confirmation of the position is subject to a 3-month probationary period.
* Flexible working options are available: home-based, office (we have office space for hot-desking in London and Leeds) or hybrid. We will agree with the post-holder attendance at a minimum number of Team meetings either in Leeds or London (travel expenses paid for home workers).
* Orchestras Live pays Real Living Wage rates as recommended by the Living Wage Foundation. The salary will be a minimum of £7,722.03 per annum (40% of a full-time equivalent salary of £18,452), adjusted to the London Living Wage rate if the successful applicant lives in London.
* The annual leave will be 25 days plus Bank Holidays/Extra Statutory Days, pro rata.
* Orchestras Live’s workplace pension provider is the Local Government Pension Scheme run by the Essex Pension Fund.
* Notice can be served by either party, giving one month’s written notice of intent.
* Applicants must already have the right to work in the UK.

# About you

We welcome applications from people of all backgrounds, age groups and cultures. **We are keen to hear from Black, Asian, and ethnically diverse, D/deaf and disabled candidates as they are currently under-represented in our staff team.** We offer access support for people who face barriers to inclusion, meeting in accessible venues, being flexible in scheduling meetings at different times of day and covering travel expenses as outlined in our Inclusion Statement, which can be found at the end of this document.

# Who are we looking for?

You will be self-motivated, organised, efficient and will show absolute attention to detail. You don’t need to have a background of working in the orchestral or performing arts sector to undertake this role – we’re interested in your administration, IT and data handling skills. We’re excited by people who bring different work and life experiences, perspectives and ways of doing things to the organisation.

# Person Specification

**Essential requirements: the knowledge and skills you will need for this job and why**

For this role, you will need:

* **IT skills: experience of using databases and MS Excel and Word applications**
  + Our systems are cloud-based and you will need to be familiar with standard online software programmes from day one. If we require more advanced IT skills, training and support will be available.
* **Written and verbal communication skills**
  + You’ll be required to communicate clearly and professionally – mainly by email – with the Orchestras Live team and our external partners to request and share information promptly and efficiently.
* **Absolute attention to detail with ability to input data accurately and identify errors or inconsistencies**
  + You’ll be responsible for maintaining project records and data about our activity. Our online data needs to be kept up to date and accurate at all times by you so that the decisions we make – based on analysis of our data – are robust and evidence-based.
* **To be efficient, with good organisation and prioritisation skills** 
  + As a part-time employee you will be responsible for managing your workload (with support from your line manager) to ensure tasks are completed on time. At busy periods there can be many projects happening at once, requiring efficiency and confidence in deciding which tasks are most urgent and how best to do everything in the time available.
* **The ability to work logically and on your own initiative** 
  + Orchestras Live staff are dispersed around the country, working remotely using online platforms to keep in touch with each other. You will need to be able to work on your own initiative between contact time with your colleagues. Trust is very important within the team and you won’t be micro-managed. A logical approach to your work will help other team members easily find and track information in our systems.
* **The ability to think laterally and solve problems** 
  + We rely on the efficiency of our systems but need to find alternative ways of dealing with the unexpected when issues arise.
* **To support Orchestras Live’s commitment to inclusion, contributing to a culture of respect and collaboration in OL’s internal and external activities.** 
  + A commitment to creating a more equal and fair cultural sector and cementing an inclusive approach across everything we do and how we do it is a key value for Orchestras Live and it is essential that our staff team, Board and partners demonstrate this in how they work and act.

The following skills and qualities are beneficial, but not essential for a successful application. They can be developed through on the job training and experience:

* **Financial and statistical data management and analysis skills**
  + You’ll be working with quantitative and qualitative data as part of the role, and we will introduce you to our current storage and analysis processes when you join.

**A broad interest in and commitment to the social and educational impact of live music and participatory performance projects**

This is key to what Orchestras Live produces through our projects, but if you don’t have experience of this type of work already we hope you’ll appreciate its value as you learn more about it. We want everyone – right across the organisation – to feel uplifted and energised by the difference our work makes to people in their communities.

# How to apply

We will be hosting **an informal Zoom session** for anyone considering this role who would like to find out more about the role, and what it is like to work for Orchestras Live, at 1 pm on Monday 11 April 2022. To join, please send your name and email address with subject line ‘ADMINISTRATION ASSISTANT ZOOM INFO SESSION’ to [private@orchestraslive.org.uk](mailto:private@orchestraslive.org.uk) by 10 am on Monday 11 April. PLEASE NOTE: if you’re unable to join this session, a recording will be available on our website from Tuesday 12 April until the closing date for applications.

To apply, please **complete the application form**, which can be downloaded from our website. You can **submit this as a written application or provide your answers via an audio recording** and email it to [private@orchestraslive.org.uk](mailto:private@orchestraslive.org.uk) with subject line ‘ADMINISTRATION ASSISTANT APPLICATION’.

If you have any access needs or other practical questions you would like to discuss before applying, please email [nancy@orchestraslive.org.uk](mailto:nancy@orchestraslive.org.uk) or phone us on 0300 030 1160.

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**The closing date for applications is 9 am on Monday 25 April 2022.**

Interviews will take place online on Wednesday 4 May 2022. If required, we may hold a second round of interviews – in person or online – on Monday 16 May 2022.

On receipt of their application, applicants will be sent a link to complete a survey requesting personally sensitive data, enabling Orchestras Live to track the demographics of those who apply. Completion of this survey is entirely voluntary and all data is anonymised. Provision of this information is not part of the recruitment process.

# Our Commitment to Diversity & Inclusion

We are committed to increasing diversity and inclusion within Orchestras Live and the wider orchestral sector. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate action to reduce inequality and improve equity of opportunity.

For all roles, whether voluntary or paid, we welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background. We are committed to inclusive working practices and during the application process we commit to:

* Paying for your travel costs for interviews if they are held in person
* Paying for childcare while you’re attending an interview
* Making and paying for any reasonable adjustments to meet your needs and ensure equity during the application and interview process
* Providing all relevant information online and in Word document format, readily available to download from our website

If there is anything you’re concerned about or think we could provide, please email [nancy@orchestraslive.org.uk](mailto:nancy@orchestraslive.org.uk) or phone us on 0300 030 1160 and we will do our best to help.