



Administrator Job Pack (1 Year, Fixed-Term)

Introduction

Founded in 2006, 20 Stories High has established itself as one of the leading young people's theatre companies nationally, and has won a series of prestigious awards and commissions.

20 Stories High tours to theatre venues and community spaces and runs a range of participatory projects. We are part of the Arts Council's National Portfolio of funded organisations, and are a registered charity.

Vision

20 Stories High make theatre with...
young people from excluded communities, emerging & world-class artists
to tell stories that are...

**gritty, jumping, melodic, rebellious,
contemporary, mashed-up, authentic, original,
visual, challenging, lyrical, tender
anarchic, diverse, surprising, booming,
political, funny, collaborative and heart-felt.**

We bring young people into theatre venues and go out into their communities.
We hail from Liverpool, but our reach is national
We believe everybody's got a story to tell...and their own way of telling it...

Values

20 Stories High value... Playfulness, Equality, Excellence, Honesty, Hope, and being Political

Job Description

The Administrator is responsible for the administration and operational systems of 20 Stories High, supporting the core team in the delivery of the programme and the smooth running of the organisation.

The Administrator works closely with staff, freelancers and young people and is line managed by the Executive Director.

Terms and Conditions

Hours of Working: This is a full-time role. The normal working week is 37.5 hours

Contract: 1 Year, Fixed-Term

Annual Salary: £23,000 p.a.

Annual Holiday: 25 days p.a.

Responsibilities

Artistic Vision and Programme

- Engage with young people who are part of 20SH programme
- Undertake general administration for 20SH business, programme and projects

Operational

- Oversee, manage and develop 20SH's administrative and operational systems, ensuring their smooth running, including: IT; GDPR; diary management and planning of meetings; operational HR and filing.
- Provide finance support, invoicing and making payments as requested and to liaise with 20SH contracted financial management services
- Manage and develop 20SH's data collection in line with the organisation's monitoring and evaluation systems
- Be responsible for office and premises' management
- Keep abreast of and update 20SH staff on relevant legislation and best practice within the creative sector/companies/charities and feed into policy development
- Manage the day to day delivery of 20SH's Health and Safety Policy and procedures, ensuring 20SH fulfils its requirements and the Board and staff are kept updated of any changes
- Manage 20SH's suite of policies and plans, ensuring these are updated by the Board/HR freelancer, in a timely fashion
- Ensure effective communication with the Board and Sub-Committees, with members receiving relevant information required to make informed decisions
- Contract freelance and short-term staff, in consultation with the Executive Director
- Keep all HR records updated (supported by external freelance expertise)
- In collaboration with the Executive Director and appropriate staff, organise recruitment and selection processes, with appropriate induction
- Co-ordinate placements and volunteers

Sustainability and Development

- Support the Freelance Development Associate and the team in the delivery of the company's Income Generation Plan, providing necessary data and information to report to and make application to funders and partners
- Co-ordinate the business planning process, providing necessary information and support as required
- Communicate with and maintain positive relationships with 20SH partners and stakeholders
- Advocate on behalf of 20SH to all stakeholders, specifically on the areas of cultural diversity, social inclusion and young peoples' voices in theatre
- Support the team with digital administration, including 20SH e-newsletters, e-shots, social media and website updates

- Ensure 20SH's delivery across the board, is accessible and inclusive
- Ensure well-being and positive mental health are at the centre of the company's practice.

General

- Within the small 20SH core staff team there is the expectation all staff members take a hands-on role and work collaboratively together to deliver 20SH's programme of work successfully.

Person Specification

Essential

Knowledge, skills and experience

- A minimum of one year's experience of working in an administrative role.
- Excellent administration, office and project management skills
- Excellent IT skills
- Knowledge of day to day financial management, including processing invoices, financial receipts and payments
- Knowledge of funding bodies and grant applications
- Excellent IT skills (particularly Microsoft Office and social media)
- An understanding of diversity and equality, with a commitment to increasing access and social inclusion in the arts.

Desirable

Knowledge, skills and experience

- Experience of working in an administrative capacity in an arts, youth or third sector organisation.
- Experience of using Quickbooks or a similar finance package
- Knowledge and experience of marketing
- Experience of writing contracts
- An up to date knowledge of the UK arts and culture industries

Personal Qualities

- Excellent communication, interpersonal and presentation skills
- The ability to learn quickly and work under pressure
- The ability to manage and organise the practical logistics of a project or event
- High motivation, a good team player with a flexible approach to work
- Good organisational and time management skills with the ability to work to strict deadlines
- The ability to act as an advocate and represent 20SH and its values at all times
- An openness to working and engaging with young people
- A sense of humour

To apply for this role, please return the attached form and a completed Equal Opportunities Monitoring Form to:

Lucy Graham
 20 Stories High
 Toxteth TV, 37-45 Windsor St, Liverpool, L8 1XE

Or email to: lucy@20storieshigh.org.uk

Deadline: Monday July 22, 2019 @ 12.00pm.

To download a word version of this application pack, please visit www.20storieshigh.org.uk/about-us and scroll to our vacancies.



Application Form

Application for post of:

Administrator

Please use black ink or type.

1. General information

Surname:
First name:
Address:
Telephone:
Telephone (mobile):
Email:
What is your preferred means of communication? Telephone (day/evening/mobile): Email:

2. References

Please give the names of two referees. One should be your present or most recent employer.

Referee 1

Name:

Position:

Address:

Telephone:

Email:

How long has this person known you:

Referee 2

Name:

Position:

Address:

Telephone:

Email:

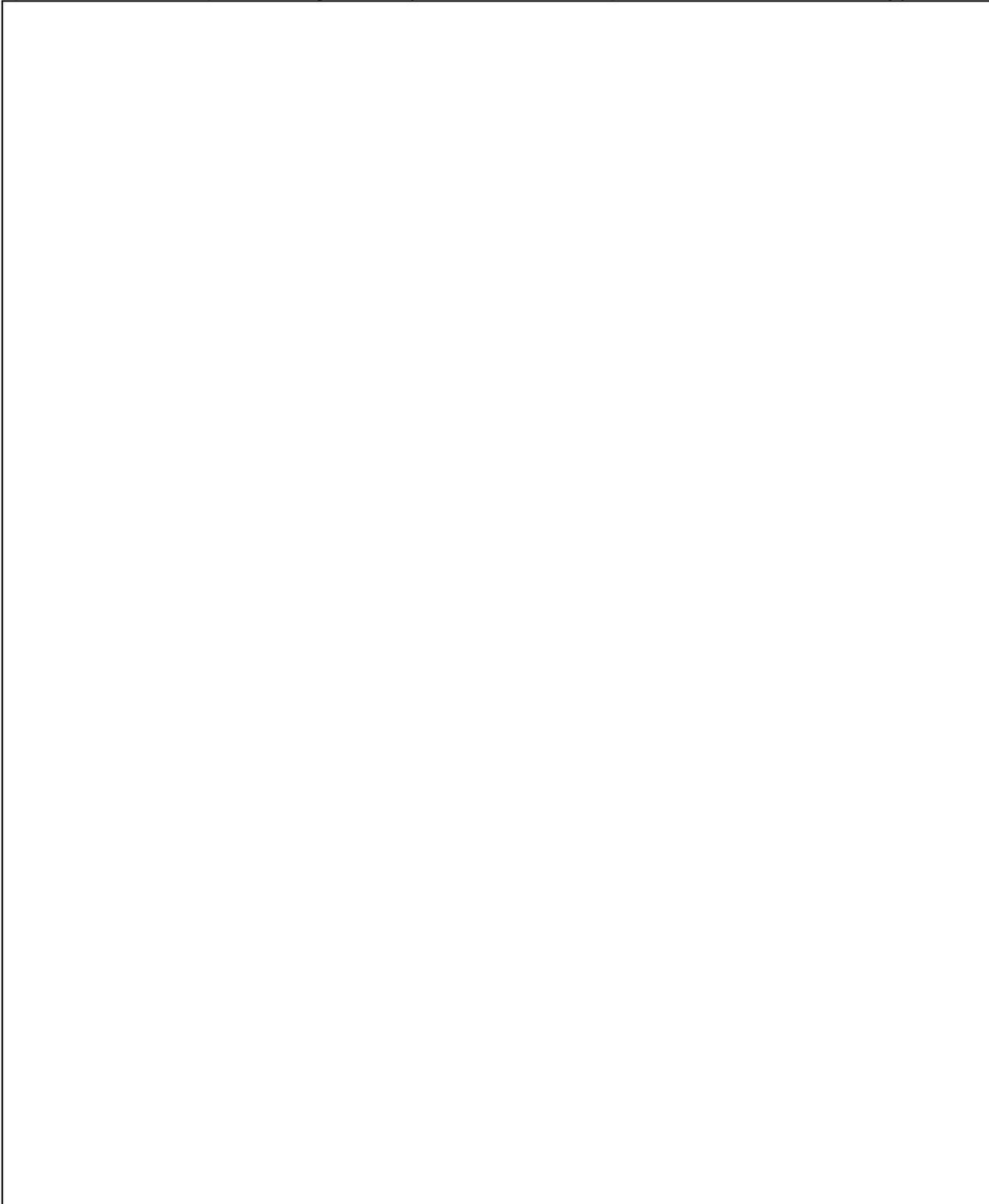
How long has this person known you:

3. Education and qualifications

Dates (from / to):
Name of School/College/ University
Qualifications / Exams taken:
Dates (from / to):
Name of School/College/University:
Qualifications / Exams taken:
Dates (from / to):
Name of School/College/University:
Qualifications / Exams taken:

4. Training and professional development

Please use the space below to provide information on any relevant training (both formal and non-formal), qualifications or professional development. Please give date, training provider and details of qualification or experience gained. (Continue on a separate sheet if necessary).

A large, empty rectangular box with a thin black border, intended for the user to provide details about their training and professional development. The box is currently blank.

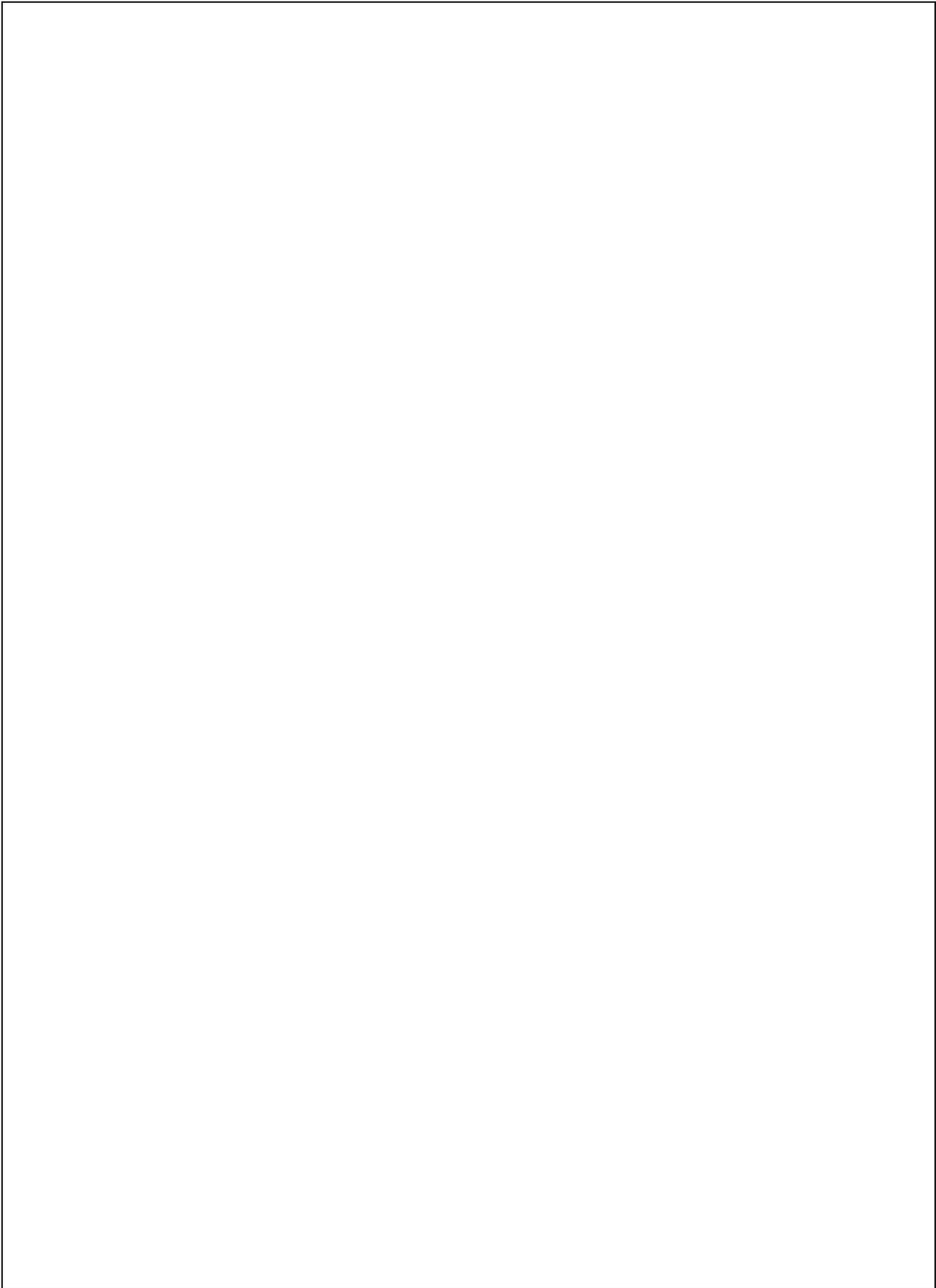
5. Current employment

Please give details of your present or most recent employment.

Employer:
Your job title:
Date appointed:
Date left: (if applicable)
Please give details of your duties:

7. Information in support of your application

Please use this space to tell us what your reasons are for applying for the job, how your experience supports your application, and anything else that you believe relevant. Please make direct reference to the person specification and use **no more** than two pages to complete your response.



8. Criminal Convictions

Do you have any Criminal Convictions, not including those considered 'spent' under The Rehabilitation of Offenders Act 1974? (please delete)

YES / NO

9. Right to Work in UK

20 Stories High has a legal responsibility to ensure that all new recruits have the right to work in the UK. If appointed you will be asked to provide original documentary proof of your right to work in the UK which will then be copied to file. Failure to supply documentary evidence when requested will result in a delay in appointment.

10. Declaration

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Signed:
Dated:

(If you are submitting your application form electronically you will be asked to sign the declaration if selected for interview.)

Please use the space below to tell us about any access requirements you may have in relation to attending an interview:

Please return this form and a completed Equal Opportunities Monitoring Form to:

Lucy Graham
20 Stories High
Toxteth TV, 37-45 Windsor St, Liverpool, L8 1XE

Or email to: lucy@20storieshigh.org.uk

Deadline: Monday July 22, 2019 @ 12.00pm.

Equal Opportunities Monitoring Form

20 Stories High believes in Equal Opportunities for all our staff, volunteers and participants. We also have a requirement to collect this information for our funders and partners.

All information will remain confidential and if you prefer not to answer any of the questions, please leave it blank.

1. Gender

Male Female I would prefer not to say

I prefer to describe my gender as _____

2. Do you identify as transgender?

Yes No I would prefer not to say

3. What age group do you belong to?

11 - 15 16 - 18 19 - 25 26 - 35 36 - 45 46 - 55

56 - 65 Over 65 I would prefer not to say

4. How would you describe your ethnic origin?

Asian or Asian British Black or Black British Chinese or Chinese British

Mixed or Dual Heritage White I would prefer not to say

I prefer to describe my ethnicity as _____

5. Do you consider that you have a disability?

Yes No I would prefer not to say

The Equalities Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long term adverse effect on their ability to perform normal day to day activities. It also covers people who have been diagnosed with HIV, cancer or multiple sclerosis ('substantial' means more than minor or trivial, 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months, 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping)

6. How would you describe your sexuality?

Bi-sexual Gay man I would prefer not to say

Gay woman Heterosexual (Straight)

I prefer to describe my sexuality as _____