



Administration Assistant Job Pack (25 hours p/w 6 months, 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.

Our Vision

20 Stories High tell stories and make theatre with working class, culturally diverse young people. We bring new audiences into theatre venues and take theatre out into the community – whether it's on our doorstep in Liverpool, around the UK or across the world.

We believe everybody's got a story to tell...and their own way of telling it.

Our Values

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

Job Description

The Administration assistant will support 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 Finance & Operations Manager.

This role is being created through the Government Kickstart scheme; helping young people back into work; to qualify for the role, you must be aged between 16-24 years old and currently unemployed and on Universal credit.

Terms and Conditions

Hours of Working: This is a part time role. The normal working week is 25 hours.

Contract: 6 months, Fixed-Term

Annual Salary: Minimum Wage

Annual Holiday: 25 days p.a. pro rata

Responsibilities

Operational

- Assisting the Administrator with the day-to-day administration of the organisation including: IT, General Data Protection Regulations (GDPR), diary management and planning of meetings, plus, operational Human Resources and filing.
- Overseeing the company's general information email account ensuring relevant emails are sent across to team members and responding to enquiries as appropriate.
- Data management: inputting data/analytics collected through forms, questionnaires, and social media for the purpose of upkeeping the monitoring spreadsheets to help with reporting.
- Upkeep of the company database through data input.
- Diary management: booking in company meetings, ensuring the correct team members have been invited and the correct meeting information is available such as location/zoom link, for example.
- Working with our external IT team to schedule support for company devices.
- Weekly journaling to be submitted towards our State of Mind programme.

Artistic Vision and Programme

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

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

- General knowledge of in Microsoft Office programs including Word, Excel, and Powerpoint, together with good IT skills.
- Good communication skills in order to identify when concise communication is needed and correspond with the team and our community clearly.

- An understanding of diversity and equality, with a commitment to increasing access and social inclusion in the arts.

Desirable

Knowledge, skills and experience

- Interest in of the UK arts and culture industries.
- Experience of Administration.
- Interest in working with young people.

Personal Qualities

- Good communication, interpersonal and presentation skills.
- The ability and willingness to learn quickly and work under pressure.
- 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 always represent 20SH and its values.
- An openness to working and engaging with young people.
- A sense of humour.