



Administration Officer - Job Description and Person Specification

Salary: £25,000-26,000per annum pro rata, based on experience

Working hours: Part-time, 2.5 days per week, with flexible options and days of the week to be agreed.

Contract: Initially 6 months fixed term, with the potential to be extended with continued or renewed funding

Location: The role will be a combination of working peripatetically and from Storyhouse, Chester, where FADT is an associate company.

Closing date: Monday 25th November 2024 5pm

Interview date: Tuesday 3 December 2024.

Start date: Week beginning 6th January 2025

To apply: Please send Application form, CV and complete FADT EDI form to: claire@fallenangelsdt.org

Please use the following subject in your email: "Your Name, Administrator."

About Fallen Angels Dance Theatre:

Background

"This project has literally been a life changing experience. Learning to express our true feelings pushing through the obstacles that lie in front of us the willingness to change our behaviour and unmask the self to show who we truly are."

Participant

Fallen Angels Dance Theatre provide exceptional dance theatre experiences for people in recovery from addiction where they are accepted, valued and reach their potential.

We have been instrumental in supporting over 500 individuals through our participatory workshops. We support people in the NW in recovery from addiction to transform their lives and share the recovery journey with the wider public, through dance, performance and creativity. Fallen Angels Dance Theatre (FADT) is led by Artistic Director Paul Bayes Kitcher and Claire Morris Creative and Strategic Director. Paul's lived experience of addiction and recovery encapsulates the complex barriers that those in recovery face including mental health issues, disability and neurodiversity. We provide a structured



pathway to enhance recovery through creative activities that promote well-being and inclusion in the recovery process.

Participants are at the heart of our work, sharing their stories in our R&D process, developing dance skills in our workshop programme and, for some, auditioning and performing in our professional company, showing how creative intervention can make positive and lasting change in recovery from addiction. We do not distinguish between professional and recovery dance practice at FADT. This means that there is no hierarchical value between our participatory and performance programmes and that all co-creators are equal in our creative process. We are company in residence at Storyhouse, Chester and are executive members of Dance Consortia North West.

In recent years we have developed from a small, project funded collaboration to an organisation delivering dance & movement recovery workshops across 3 major NW areas. With a core team of 5 employees and a number of freelancer Associate artists for our creative projects. We have increased provision to our vulnerable communities, provide mental health support for our participants & team, deliver ambitious creative projects and conducted a major organisational development process through funding from Arts Council England's (ACE) Elevate programme.

Core duties and responsibilities

To ensure the smooth running of the organisation, working directly with the creative directors and finance associate. You will provide a full range of administration, and operations for FADT

This post involves:

- Reporting: To coordinate/administrate reporting to funders.
- Administration: Database, Impact Surveys via Microsoft forms, Mailchimp email marketing
- Governance: To support the administration FADT charity including quarterly meetings with trustees.
- Office and company administration and management: systems and responsibilities.
- Operational support: To support the operational running of the company.

This is an excellent opportunity for a highly organised individual, with an excellent attention to detail, to play an important part in an innovative arts organisation that makes a difference to the lives of those in recovery from addiction or living with mental health conditions.

Principal Responsibilities

PLANNING AND ADMINISTRATION



- Manage planning for events, outreach and project delivery overseeing company calendar
- Plan for and manage seasonal change overs
- Book company travel arrangements as required
- Support social media and marketing administration

IT AND DATA MANAGEMENT

- Administer and manage all systems used: Microsoft 365/SharePoint and Good CRM
- Create Microsoft Forms for data collection as required by team
- Create Power Automate Routines as required by Team
- Support team in use of Microsoft 365 applications
- Collate all evaluation data (qualitative and quantitative) across all projects and programmes
- Ensure that information is structured and retained in a systematic manner in SharePoint
- Manage and process data and ensure the data is protected in accordance with relevant legislation

PEOPLE/HR

- Track and manage Part Time Hrs, flexible working hrs and annual leave.
- Contract development, administration and management for freelance artists and creatives working for Fallen Angels Dance Theatre
- Oversee health and safety matters which arise within the organisation
- Support board recruitment

FUNDRAISING, PROPOSAL DEVELOPMENT AND EVALUATION

- Track Funding to ensure evaluation reports are submitted in a timely manner
- Support Creative Director with preparation evaluations & proposals for potential commissions.
- Develop and manage contracts where FADT is providing services to other parties

OTHER

- Attend scheduled team and programming meetings
- Adhere to company policy, practice and procedures: including health and safety, equal opportunities, children and vulnerable person's policies and office systems
- Participate in the general development and promotion of FADT
- Promote and advocate for the company and its work in line with the agreed marketing plan for the company

Person Specification

Experience and Skills

- At least 5 years' experience of administration in arts, public sector or charity.

- High level of technical/computer skills, and comfort with learning new systems (MS Sharepoint, Office Suite including Word, Excel, Power Point). Experience with WordPress and CRM systems are desirable.
- Experience working with GDPR requirements and management of data for evaluation and compliance.
- Proof-reading skills with high attention to detail.

Personal Attributes

- A commitment to equal opportunities.
- Maintains professional manner demonstrating integrity and confidentiality.
- An excellent communicator verbally and written.
- A motivated self-starter capable of working in a team and individually.
- Good time management and personal target setting skills.
- Knowledge of Company legislation and regulations including GDPR
- The ability to think 'outside of the box' in tasks.
- Excellent interpersonal and problem-solving skills
- Ability to multitask, be flexible and work well under pressure.
- Ability to set and meet deadlines.
- Ability to communicate and listen well in a variety of formal and informal settings with a wide range of neurodiversity and accessibility requirements.
- Excellent organisational, mathematical, analyses data, communication skills, administrative experience and high attention to detail.
- A commitment to personal development and training
- A willingness to embrace and utilise new technologies, such as AI.
- Experience working in the charitable or voluntary sector or experience of working in the Arts.

DESIRABLE

- An enthusiasm for the arts, dance, community arts or participatory practice.
- Understanding of arts, well-being, recovery from addiction and or mental health challenges.
- Experience of grant funding and evaluation especially Arts Council England.
- Social media and marketing experience
- An aptitude for data-management.

Qualifications and Experience

- Educated to degree level or equivalent experience.
- At least five years relevant administrative arts, charity experience

Skills

- Strong written and verbal communication skills including the ability to present clear finance & reports to the Trustee Board & funders.



- Strong interpersonal skills: the ability to work well with people at all levels both within the organisation and our wider stakeholder community
- Proven ability to plan proactively and prioritise
- The ability to work well within a team environment
- Resilience and an ability to work on own initiative
- An interest in dance/movement and/or social engaged arts or an appetite to find out more

Contact details:

Fallen Angels Dance Theatre:

Company limited by Guarantee no: 08909000,

Registered Charity: 1158251

Registered address: 39 Toll Bar Road, Chester CH3 5QU

E: claire@fallenangelsdt.org

www.fallenangelsdt.org