

Trinity Community Arts Ltd

Job Description

Job Title:	Admin Assistant
Responsible to:	Centre Administrator
Location:	Trinity Centre
Contract rate:	£7.65ph-£8.20ph (Scale 1-2, SCP 8-13)
Hours:	22.5hrs per week, flexible with some Evening/Saturday shifts
Contract:	12 mth fixed term (6 month probationary period) <i>potential to be extended beyond 12mth, subject to available funds</i>

Introduction

Trinity Community Arts (TCA) is a charity that connects communities and contributes to urban regeneration, through a progressive programme of live music and creative activities.

Based in a much-loved historic Bristol landmark, The Trinity Centre, TCA provides a cultural hub for the city, where people of all ages and backgrounds can come together to enhance their quality of life.

We are looking for an Admin Assistant to join our team to provide clerical and administrative support to the Events Team and Centre Director. You will help to coordinate and implement office procedures and take responsibility for key administration areas including office filing systems, HR admin and scheduling/minuting.

This is a great entry-level role within a dynamic, creative setting for someone who is highly organisation and motivated. The ideal candidate will be able to work with a diverse range of people, be able adapt to an ever changing environment and have a passion for community arts.

Duties and responsibilities

Office administration:

- Create and maintain filing and other office systems (i.e. organise and store paperwork, documents and computer-based information)
- Attend meetings, collate agendas, take and circulate minutes, specifically:
 - Weekly Events meeting, Tuesdays (am)
 - Monthly Team meeting, Wednesday (am)
 - Monthly Trustee meeting, third Tuesday of each month, 6:30pm-8:30pm
- H&S admin, keeping documentation up to date, i.e. risk assessments/procedures
- HR admin, keeping personnel files up to date, i.e. contracts, contact info, DBS checks, training and annual leave records
- Membership and Regular Classes admin, updating information about payments, sending emails regarding availability/changes
- Data entry, including:
 - Inputting information into our Bookings Calendar i.e. Duty Manager rota/availability
 - Entering Duty Management report feedback into relevant spreadsheets
- Manage small petty cash float/expenditure and assisting with banking duties
- Assist the team with any other general administrative tasks, where reasonable and required

General duties:

Mondays:

- Reception - first point of contact for Trinity via phone, email or in person
- Administrate shared info@ email account to ensure all general enquiries are responded to

- Ensure all building users sign in and out of the building for fire safety
- Sort and distribute incoming post, send outgoing post and sign for deliveries/file delivery notes
- Help ensure that Trinity's reception area and front of house displays are kept presentable
- Assist with any lost property enquiries

Other:

- Ensure relevant TCA policies are adhered to
- Attend any training relevant to the role and Trinity's development

Person Specification

Experience:

- at least one year's office administration (paid or voluntary)
- understanding HR administration and requirements
- using a range of IT office packages - spreadsheets, word documents, email
- developing and creating administration systems, to create efficiencies
- taking minutes

Skills:

- basic numeracy skills (i.e. petty cash float)
- literacy skills (i.e. composing emails, letters)
- good communication skills (oral and written)
- computer literacy; comfortable using different systems and packages
- teamwork and people skills
- able to work using own initiative
- good timekeeping, punctuality and reliability
- excellent organisation and time-management skills
- ability to manage conflicting demands and prioritise tasks
- ability to accept and understand instructions
- confidence and ability to learn new systems

Desirable work/volunteer experience:

- in an arts, voluntary and/or community organisation
- working with a diverse range of colleagues and stakeholders
- using online HR and finance packages and CRM/databases

DBS Check

Successful applicants will be subject to a Basic DBS check.

Working pattern

Standard hours of work will be Monday-Wednesday, 9am-5pm. Some Saturday cover may be required. Hours may vary and some evening/weekend hours may be required as part of the role, in particular the post-holder will need to be available to minute Trustee meetings the third Tuesday of each month, between 6:30pm-8:30pm.

Application process

Please download our application form to apply for this vacancy - please note, we do not accept CVs. Send application to info@3ca.org.uk

Deadline: Monday 23 October, 9am

Interviews: W/C Monday 30 October

Start date: asap

Trinity recruitment policy

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding policy.