



Level Arts Centre, Old Station Close, Rowsley, DE4 2EL
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levelcentre.com

LEVEL Centre

Administrator

Thank you for your interest in the role of Administrator for LEVEL Centre. This pack includes information about the role and organisation.

MISSION (why we exist):

LEVEL creates, promotes and celebrates the art that 'difference' makes.

VISION (what we want)

To embrace creativity and present contemporary work visually, performatively and digitally for, by and with disabled adults and beyond.

About LEVEL Centre - <https://levelcentre.com/>

LEVEL is an Arts Council England National Portfolio Organisation challenging perceptions and traditional notions of art, culture and societal divisions. LEVEL produces and promotes art that is powerful and of relevance to society. It is a multi artform centre that puts creativity and learning disabled adults at its heart. It has a strong track record of producing and presenting digital art.

We work with:

- Learning disabled and disabled people
- Artists, performers and interesting people
- Cultural and creative organisations
- National & International partners

Job title: Administrator

Responsible to: Executive Director

Responsible for: Part Time Building Maintenance Officer
Contractors

Personal Requirements

A hard-working, honest, dependable, self-motivated person to act as LEVEL Centre's administrator, willing to uphold and support the aims and values of Level Centre.

Duties and Responsibilities

Job Title: Administrator

Salary: £20,000

Reporting to: Executive Director

Job Purpose:

To provide administrative support across the LEVEL programme of activities and support the Executive Director. Oversee aspects of building operations, day to day finance and ensuring LEVEL is an accessible, friendly, well managed, high performing and safe venue. Be the first point of contact for all LEVEL enquiries.

Administration Officer - key responsibilities:

- Provide administrative support to the Executive Director & Engagement Producer to facilitate projects
- Monitor the info@levelcentre inbox and be the first point of contact to the public
- Overall management of the LEVEL office, including administrative systems and purchasing
- Administration of Charities Commission and Company House legal requirements
- Provide administrative support for LEVEL Makes our courses and classes programme
- Provide support to Artistic Associates where required for the development and delivery of their projects
- Attend 1:1, team and wider monthly team meetings and take minutes where relevant
- Work closely with our Finance Manager to log and process invoices
- Undertake day to day financial administration, including banking & petty cash
- Support the part-time Building Maintenance Officer who in turn line manages the part-time cleaner
- Support the Building Maintenance Officer administratively and liaise with building services contractors where relevant
- Develop and maintain all building management systems and procedures in collaboration with the Building Maintenance Officer
- Process DBS applications

- Monitor and update policies annually related to health & safety and manage all organisational health and safety practices
- Occasionally deputise for LEVEL staff where required including but not limited to attending meetings to represent LEVEL Centre
- Support the Marketing and Audience Development Manager on campaigns and research when required
- Be an advocate for LEVEL Centre
- Occasional event management
- Work flexibly across the LEVEL team where required to support priorities
- Attend training when required
- LEVEL Centre is a public building and work may be required on evenings, weekends and bank holidays where necessary
- This list is not exhaustive, other duties may be required from time to time

Essential criteria, personal qualities & skills:

- Excellent communication and interpersonal skills
- Self motivated
- Ability to work flexibly in a small team whilst managing multiple priorities
- Able to work to tight deadlines whilst maintaining accuracy at all times
- Able to maximise limited resources and time
- Shows initiative and has a proactive nature
- Ability to multitask and prioritise
- Excellent written and verbal communication skills
- Ability to deal calmly, confidently and positively in person, at meetings, online and on the telephone
- Hard working and enthusiastic
- Attention to detail
- IT literate
- Ability to learn and adapt to new technology
- Proven administration and organisational ability
- Experience of basic financial procedures and business banking

Desirable:

- Interest in the arts
- Experience of working with adults with learning disabilities
- Full driving license

Hours of Work

The working week will be 37.5 hours with a requirement to be on the LEVEL Centre premises:

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LEVEL Centre is a contemporary Arts Venue. The core business hours are Monday - Friday 9am - 5pm. There will be occasional activities that take place in the evenings and weekends. These hours will be discussed and agreed in advance.

However, variations to these times may be necessary on certain occasions when meetings, building work, exhibitions, events, performances, functions etc are held at LEVEL Centre. Any variation will be notified in advance.

There will be an entitlement to 25 days plus bank holidays.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

LEVEL Centre is committed to safeguarding and protecting the welfare of everyone and expects all staff and volunteers to share this commitment. A satisfactory Criminal Record Bureau check will need to be returned prior to commencement of employment.

Terms and conditions:

Salary: £20,000

Hours: 37.5 hours per week.

Occasional evening, weekend and bank holiday working may be required

Holiday: 25 days per annum, plus bank holidays

Pension:

The Company operates an auto enrolment pension scheme deferred for 3 months from joining the Company with Nest. The contributions to this scheme are in line with the current minimum requirement and are based on qualifying earnings. Further information can be found at www.nestpension.org.uk

Probation: 3 months

Notice: one week during probationary period and one month thereafter

To apply, we require you to complete an online form* equal opportunities monitoring (see below for details) and upload a CV, details of two referees and a covering statement. Your covering statement should outline your suitability for the role.

**Our website has Browsealoud toolbar software installed to make it more accessible- if you require any assistance please contact us on info@levelcentre.com*

LEVEL will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4
- Video submission that is no longer than 5 minutes - BSL, Makaton, spoken
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes

We positively encourage people with disabilities or from minority ethnic backgrounds to apply to join our teams as they are under-represented within Level Centre's workforce.

Timeline:

Deadline: 6 September 2021

Interviews: Week commencing 13 September 2021