

Administrator

Contract Type: 9 months fixed term (July 2020 – March 2021)

Start Date: ASAP

Location: Causey Hall, Central Halifax

Hours: Part Time (20hrs per week), usually during office hours though occasional opening up during evenings / weekends may be requested

Salary: £22,500 pro-rata

Notice Period: 3 weeks

Holidays: 25 days + 8 bank holidays pro-rata

Benefits: Option to opt in to workplace pension scheme with employer contribution

Overview –

The Creative Learning Guild operates an inspiring creative learning space at Causey Hall; a gothic building in the centre of Halifax. Located on the doorstep of Eureka! Piece Hall and Square Chapel we are a home to a whole host of community and arts activities for people of all ages. The Guild also co-ordinate the 'local cultural education partnership' (LCEP) for Calderdale; a partnership of nearly 100 local stakeholders who agree strategy and undertake consortia work to improve the lives of our children and young people through arts and culture.

Like a lot of charities, Covid has hit us hard and we're needing to adapt and change to make sure we have a sustainable future. We need a key person to support our Director in keeping our building and charity running smoothly over the next few months.

Our administrator will be a point of contact for our stakeholders and undertake both basic bookkeeping and caretaking duties – often independently. You'll have the support of a passionate Director and spend your days in a building brimming with creativity.

Sound good? Head to www.creativelearningguild.co.uk/getting-in-touch to download an application.

Deadline is 5pm Monday 13th July

Administrator Job Description –

Admin

- Acting as a point of contact for enquiries / bookings via phone and email
- Managing venue calendar and diary
- Co-ordinating key-holder calendar
- Processing booking forms
- Providing administrative support for events / projects
- Maintaining office supplies
- Taking meeting minutes
- Liaising with IT support where necessary
- Other administrative tasks as required

Finance

- Processing purchase invoices
- Raising invoices for Causey Hall hirers using Sage
- Setting up and managing any necessary direct debits
- Undertaking bank reconciliation using Sage
- Running monthly management accounts and profit & loss using Sage
- Chasing any debtors
- Processing monthly payment run on the bank ready for authorisation
- Processing monthly payroll using 'payroo' online system
- Submitting monthly pension contribution file using online system
- Making monthly submission and payment to HMRC for PAYE/NI
- Liaising with the accountant where necessary

Communications

- Updating website content (no coding necessary!)
- Sending newsletters via Mailchimp
- Maintaining good relationships with existing hirers to support repeat bookings
- Co-ordinating timetables for LCEP workshops with stakeholders

Caretaking

- Overseeing compliance with policies and procedures
- Acting as a key holder for the venue
- Setting up space in line with hirer requirements (where relevant)
- Co-ordinating cleaning
- Regular recycling
- Giving tours of Causey Hall
- Liaising with landlord / external suppliers

Person Specification –

Essential

- Warm and friendly demeanour
- Interest in arts and culture
- Excellent interpersonal skills both face to face and via phone and email
- Excellent standard of written and spoken English
- Working knowledge of Sage
- Experience running payroll
- Experience operating online banking payments
- Proficient in operating microsoft word / excel
- Experience in scheduling, diaries & calendars
- Ability to problem solve independently
- Good knowledge of health and safety
- Good knowledge of safeguarding children and young people
- Clean DBS check

Desirable

- Knowledge of the local arts & culture landscape in Calderdale
- Skills in document design and layout
- Experience updating website content
- Experience using social media in a professional context

