

ROYAL & DERNGATE --- NORTHAMPTON

Creative Learning Administrator **Large Print Version**

Advert

We are looking for a talented individual to join us in the key role of Creative Learning Administrator to provide administration support for our Northants Cultural Education Partnership (NCEP) and to our Creative Learning Team. You will be an experienced administrator with creative flair and desire to work within an educational setting. You will have a track record of effective project coordination, have good knowledge of safeguarding procedures and will be committed to producing a high quality level of work to uphold Royal and Derngate's standards.

Job Description

Department: Arts Team

Job Title: Creative Learning Administrator

Responsible to: Creative Learning Director

Job Purpose: To carry out the administration of

Northants Cultural Education Partnership (NCEP) and the ongoing development across all strands of Royal & Derngate's Creative Learning Provision.

Key Task Areas:

Creative Learning Support:

- To undertake administration activities across all Creative Learning strands.
- To work with Creative Learning Team to ensure all provision data is recorded.
- Support the Creative Learning Team with funding applications.
- To play an active role in the ongoing development of Royal & Derngate's Creative Learning strategy.
- To coordinate freelance practitioners delivering Creative learning activities.
- To keep abreast of developments in the arts and cultural education sector including Artsmark and Arts Award.

Northants CEP UNLOCK Programme:

- To carry out the administration of the UNLOCK programme, including liaison between partners and schools.
- To assist with the recruitment of schools to the NCEP UNLOCK programme.

- Assist with marketing Creative Learning events, including the UNLOCK Arts Day.
- To co-ordinate evaluation and reporting requirements.

Additional Responsibilities:

- Promote and adhere to the organisation's culture and values.
- Be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, General Data Protection Regulations and Equality Act.
- To undergo relevant training and development required by the Creative Learning Director.
- To carry out any other tasks that will, from time to time be allocated by the Creative Learning Director on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

Person Specification

Essential Criteria:

Experience:

- Experience of working within an education and/or Creative Learning arts setting

- Experience of project coordination
- Experience of working effectively with personnel at all levels and across different sectors
- Experience of implementing / maintaining administrative systems/procedures

Knowledge/Qualifications:

- Knowledge of safeguarding policies and procedures
- Knowledge of GDPR requirements
- Understanding of, and commitment to, participatory arts
- Good knowledge of office administration systems

Skills/Abilities:

- Excellent IT skills in Microsoft Outlook, particularly Excel and Word
- Excellent organisational skills
- Excellent communication skills, both oral and written
- Attention to detail
- Maintaining confidentiality
- Excellent time management skills
- Operates effectively and consistently under pressure
- Ability to act on own initiative

- Proven commitment to equal opportunities and inclusion
- Ability to prioritise a varied workload, balance competing demands and meet deadlines
- Confident and collaborative personality

Desirable Criteria:

Experience:

- Experience of data and reporting systems such as Tessitura
- Experience of evaluative reporting methods
- Experience of marketing and online communication methods
- Experience of working within an arts and/or education setting

Knowledge/Qualifications:

- Degree qualification in related subject (or equivalent)
- Familiarity with Arts Council Seven Quality Principles
- Familiarity of Arts Council England Let's Create Strategy
- Artsmark and Arts Award requirements
- Knowledge of the challenges facing arts education and the role of LCEPs in addressing this

Skills/Abilities:

- Ability to use image, film and sound editing programmes
 - Professional training working within arts and/or education settings
 - Evaluation and data reporting
 - Willingness to share skills
- Driving licence and access to a vehicle

Summary of Terms & Conditions

Job Title: Creative Learning Administrator

Contract Type: Part-time permanent position

Salary: £12,648 (pro-rata £19,500) per annum paid monthly on 20th of each month

Hours of Work: 24 hours per week, Monday to Friday. May require evening and weekend working

Work Location: Royal & Derngate, Guildhall Road, Northampton, NN1 1DP

Holidays: 149 hours per annum (including statutory holidays) pro-rata in 1st holiday year, 158.5 hours per annum after 3 years continuous service, 173 hours per annum after 5 years continuous service

Notice Period: 4 weeks (once completed probationary period)

Subject to: Satisfactory references, 6 month probationary period and compliance with Immigration, Asylum and Nationality ACT 2006 and the immigration Act 2016

Pension Scheme: Contributory staff pension, 5% employee and 3% employer. NTT pension scheme is provided by NOW pensions. NTT will contribute after 3 months service

Additional Benefits: Free Employee Assistance Programme run by Health Assured, Complimentary tickets available on selected shows throughout the year and 10% discount at our bars and theatre shop.

Closing Date: Friday 21st January 2022

How To Apply

Please submit a Covering Letter (no more than 2 sides of A4) stating your relevant experience, knowledge and skills for the role along with your CV.

We are an inclusive organisation, committed to fair recruitment, and equality of opportunity. We particularly welcome applications from those whose backgrounds are currently under-represented in our workforce and in the Arts more widely. We want to encourage socio-economic diversity, as well as representation from ethnically diverse groups, people who identify as D/deaf and disabled and/or those who identify as LGBTQ+.

As part of our commitment to being an inclusive employer, we would like you to complete an equal opportunities monitoring form. You will receive an email from us to acknowledge your application which will include a link to complete this.

Royal & Derngate are a PIPA (Parents and Carers in Performing Arts) Charter Partner, striving towards creating a more family friendly working environment. We encourage proposals from anyone who requires flexible working/job share/remote working around caring responsibilities, and anyone looking for a positive work/life balance.