



Administrator – Job Pack

Introduction

Something To Aim For (STAF) is a creative structure support organisation committed to bringing about change by authentically reflecting marginalised & under-represented artists & people in mainstream UK culture. This includes those who experience intersectional disadvantage (particularly that related to race, class, health, & disability).

This new role of Administrator will be central in providing the administrative foundation in the delivery of STAF's programmes and support services. This is a part-time role and remote working position supporting our UK team. We love diversity and inclusivity and value lived experience in all its forms. People from the global majority, who are LGBTQIA+, disabled and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

“We believe that the quality of culture and the creative industries is undermined if a significant proportion of current and potential creators, collaborators, and audiences are alienated from it and are unable to effectively and safely participate. Whilst we recognise those with identities that now hold significant cultural capital, and whose voices are critical to addressing systemic inequality, due to their lived experience, are more likely to remain at risk of sector drop out without sustainable mechanisms and models to support them.”

If you share this belief, and [our values](#), we'd love to hear from you.



Job Description

Responsible to: Executive Director

Responsible for: Freelancers and Contractors, Interns and Trainees

Location: Remote working (alongside UK team)

Terms: Fixed Term Contract for 12 months, 0.6 FTE

Salary: £26,000 - £28,000 pro rata (0.6 fte)

Responsibilities

Through working alongside our Executive Director and taking an active role in ensuring STAF's long-term organisational sustainability, this role will be responsible for:

Finance

- Assisting the Executive Director in setting the company's global budget.
- Contributing to the development of a finance strategy as part of the company's business plan.
- Developing project financial projections and effectively managing allocated budgets.
- Monitoring cash-flow and supporting credit control.
- Handling invoicing, payment processing, and collaborating with the company accountant on payroll, tax, and reporting requirements.
- Coordinate monthly bank statement reconciliation and ensure the accuracy of financial data in the accounting software for reporting purposes.
- Managing petty cash and expense claims.
- Evaluating suppliers to ensure the best value for the organisation.

Operations

- Working alongside the Executive Director to implement and maintain the company's administrative systems, improving efficiency.
- Maintaining filing systems, and ensuring GDPR and cyber security compliance.
- Reviewing and updating subscriptions.
- Co-ordinating company calendars and meetings.
- Arranging necessary insurance cover for company activities and ensuring legal requirements are in place for each project and staff member, including freelancers. i.e. DBS, Visas, etc.
- Identifying and managing relationships with suppliers.
- Assisting the Executive Director in tracking company milestones.
- Supporting the delivery of STAF's programmes and support services.



Human Resources

- Working with the Executive Director to oversee the general care of company members, communicating and managing grievance procedures and responding to employment issues.
- Coordinating recruitment processes, working with the Director to ensure all contracts and necessary copyright and intellectual property agreements are in place.
- Maintaining an overview of contracted obligations, ensuring they are communicated to relevant STAF team members and fed into company milestones.
- Ensuring equal opportunity forms are collated and recorded.
- Managing holiday bookings, TOIL and absence records.

Planning and Communications

- Supporting internal communications.
- Managing relationships with external organisations and providing information to stakeholders.
- Supporting the Executive Director in the preparation of reports to the Board of Trustees
- Acting as the main point-of-contact for STAF's general enquiries.

Other Duties

- Advocating for inclusion and diversity in all its forms.
- Adhering to STAF's values and policies and procedures, and actively contributing to their development to enhance accessibility and inclusivity.
- Representing STAF at external events as required.

What are we looking for?

STAF develops processes and ways of working from knowledge and insights gained from our team's combined lived experiences to embed inclusive practices across our work. We are therefore ideally looking for someone with lived experience of disadvantage (particularly that related to race, class, health, &/or disability). In addition to this, someone who has:

- At least 2 years of experience within the cultural, grassroots, or wider charitable sector, preferably with marginalised communities.
- Financial management skills (and ideally familiarity with accounting terminology), with the ability to manage budgets confidently.

SOMETHING TO AIM FOR

- Exemplary administration skills, with a keen eye for accurate detail and the ability to forward plan.
- Good communication and people management skills.
- Experience of maintaining positive stakeholder relationships and fostering new partnerships.
- Experience of handling a range of contracts (e.g. employment, and service level agreements).
- Computer literacy and knowledge of relevant software, particularly Microsoft Office.
- Strong organisational skills: the ability to prioritise, set and meet deadlines.
- Knowledge of the requirements, and passion, to champion equity, diversity and inclusivity.
- Experience and/or interest in using arts and creativity for social change.
- The ability to work effectively as a remote member of the team and willingness to travel when necessary (costs fully supported by STAF).

We welcome and encourage applications from individuals without formal education and/or who identify as:

- D/deaf and/or disabled
- Neurodiverse
- Working-class, benefit class, criminal class and/or underclass
- Global majority* and/or migrant
- LGBTQIA+

*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

How to Apply

To apply please state clearly in the subject line of your email the position you are applying for and send the following to recruitment@somethingtoaimfor.com:

1. A CV and covering letter, including an outline of why you want to work with STAF (no more than 4 pages in total)
2. A completed Equal Opportunities Form via this [link](#) (this information will be stored anonymously and separately to your application)
3. Details of two professional references with current knowledge of your experience and abilities



We can accept written, audio and video applications. For audio or video files, please limit your length to 12 minutes and send a WeTransfer or Dropbox link to the above email address.

Deadline: **noon on Tuesday 1 August 2023**

Interviews will be held online and will take place on: **Friday 11 August 2023**

If there is another method that you would prefer to use to apply due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

Thank you for your interest in STAF For and we look forward to hearing from you.

Janet Tam

Executive Director