

Job Description	Cartwheel Arts
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Post Title	Admin and Communications Officer – 15 hours per week.
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Salary - PAYE	£22,183 pro rata (15/37 hours) plus employer pension contribution (7.5%). 30 days holiday, plus bank holidays, pro rata.
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<p>Purpose of job: To be responsible for the efficient and effective delivery of all aspects of administrative support for Cartwheel Arts, and developing and implementing the company's communications strategy.</p>
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<p>Key Tasks:</p> <ul style="list-style-type: none"> • To provide general administrative support to the small team and ensure that the company's administrative systems are maintained • To maintain and update the Ninox database and the company's website • To monitor the company's online profile and maintain an appropriate level of social media activity • To achieve the greatest possible coverage for the work of the company across a broad range of media • To ensure that Equality, Diversity and Inclusion are embedded in all we do. <p>General Responsibilities:</p> <ul style="list-style-type: none"> • To be a member of Cartwheel's small team and play an active part in the life of the company • In conjunction with the Operations Manager, to deal with general enquiries and ensure that a response is provided • To provide a positive interface with partners, participants and the public • To represent the company on appropriate networks and forums • To work in line with the company's policies, development plans and objectives and to contribute to their development • To provide support to selected projects • To undertake training as and when required <p>Operational responsibilities:</p> <p>Administration:</p> <ul style="list-style-type: none"> • Developing, implementing and maintaining the efficient running of administrative systems within the office • Observing the company's project management systems and protocols • Organising systems effectively for the staff team including minuting of team meetings • Updating the company's 'operating manual' and staff book • Working with Cartwheel's technical support people to ensure that the technical systems in the office are fit for purpose • Maintaining stationery stocks and ensuring maintenance of office equipment
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Company:

- Contributing to the company's annual reports and impact assessments
- Collating and producing the company's annual monitoring figures

Governance

- Arranging meetings, circulating Board papers, liaising with Board members regarding meetings, taking minutes and distributing them
- Liaising with members of the staff team to ensure that reports are provided to the Board in a timely fashion
- Facilitating the annual staff retreat, Board Awayday and AGM
- Facilitating and serving on Task Groups as agreed by the Board
- Facilitating the induction of new Trustees

HR

- Coordinating the placing of recruitment adverts for potential employees, volunteers and Trustees, with the appropriate documents in place
- Receiving applications and processing them according to our equalities procedures
- Assisting on interview days if required
- Obtaining and updating DBS checks where required for staff, Trustees, volunteers and, if necessary, for artists working for the company

Funding:

- Providing information and support to members of the team in order to assist with funding applications and reporting to funders

Marketing and Communications:

- Representing and advocating for the company's values, mission and vision
- Updating the Ninox database and producing reports as requested
- Updating the website
- Manage and post high quality and engaging content on our social media platforms, having regard to the potential vulnerability of participants
- Manage the digital content schedule and coordinate with colleagues.
- Updating our media contacts
- Issuing appropriate communications to, and liaising with, local, regional and national media in consultation with other staff members
- Evaluating performance by analysing data and metrics
- Producing the quarterly e-newsletter
- Ensuring that marketing materials are up to date and that press 'cuttings' are collated and filed
- Assisting with the generation of print and publicity materials, including liaising with designers and printers

Projects:

- Liaising with our partners and user groups to monitor their level of satisfaction
- Supporting major events

Networks:

- Administration of Rochdale Borough Culture Network, including maintenance of contact lists, minuting of meetings, management of the small grants programme

Secondary duties

- To be jointly responsible for the up-keep and maintenance of the company's project equipment and resources.
- Undertaking new and additional tasks as appropriate to the role.

Contacts:

- Other members of the Cartwheel team
- The Board of Trustees
- Funding bodies and sponsors
- Artists, arts groups and community organisations with whom Cartwheel has working relationships
- Project partners
- Participants
- Members of the public
- Local and regional media
- National arts media
- Designers, web developers etc
- IT technical support

Relationship to other staff:

Line management from: the Operations and Development Manager

Cartwheel is an equal opportunities employer and operates an appraisal system for all its employees to help with their training and development needs.