



# **Administrator Recruitment Pack**

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## Overview

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<b>Reports to:</b>	<b>Director</b>
<b>Commencement date:</b>	<b>June 2021</b>
<b>Salary:</b>	<b>£22,000 - £24,000</b>
<b>Hours:</b>	<b>35 hrs per week</b>
<b>Contract Type:</b>	<b>Fixed-Term 36 months.</b>

### About Metroland Cultures

Metroland Cultures safeguards the legacy of Brent's year as the Borough of Culture by building on the projects and relationships built over that year. It works in partnership with the community and Council to celebrate Brent's cultural heritage and grow its creative future. Through its Visual Arts and Music Biennial it presents stories and artists to local, national and international audiences. Metroland University offers a 2 month development programme to young people from Brent who want to work in the arts and the creative industries.

### About the Administrator role

As Metroland's Administrator you will be responsible for managing the organisations administration ensuring smooth running of a creative office. The role will provide administrative, organisational and delivery support across the Metroland team.

### Duties and Responsibilities

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- Responsibility for the smooth day-to-day running of the organisation including identifying and introducing new office systems that enhance efficiencies.
- Maintain clear paper and online filing systems.
- Fielding general phone and email enquiries.
- PA duties for the Director
- Management and ordering stationery supplies and office equipment.
- Managing petty cash and other financial transactions as deemed appropriate by the team and in consultation with the Finance Manager.
- Issuing contracts to freelance staff and ensuring they are signed before commencement of work.

- Manage diaries, coordinate meetings, meeting spaces, circulate agendas and take minutes as required.
- Support the administration of cultivations events, press launches such as managing guest lists etc.
- Support the Community Engagement Manager and freelance team with the processing and short listing of application forms for Metroland University.
- On the ground support at community engagement events and activities.
- Research and manage booking of itineraries for travel for the team.
- Carry out research as requested by the team to identify new groups, communities or partners to connect with to widen the reach of Metroland's work.
- Support the evaluation process through producing and disseminating questionnaires and surveys and aggregating information as required.
- Work with the Studio's Manager to ensure that Metroland Studios is a welcoming and accessible place for all visitors and artists working in the space.
- Other administrative and programme support as identified by the team.

#### **General**

- Adhere to Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equality and Diversity, Environmental and Data Protection.
- Be willing to undertake any necessary training or development in order to fulfill the role.

## **Person Specification**

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#### **Essential**

- The ability to manage multiple priorities calmly, effectively and without supervision.
- Significant experience with office software packages including CRM systems (with additional training specific to Metroland's systems being provided)
- Excellent verbal and written communication skills.
- Eagerness to learn and take on new tasks.
- A good listener, who has the ability to communicate with a wide range of people from diverse backgrounds.
- Work with an attention to detail

#### **Desirable**

- An understanding and awareness of working on arts and cultural events.

## **Applications**

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To discuss the role please email [team@metrolandcultures.com](mailto:team@metrolandcultures.com) to arrange a conversation.

To apply for the role please download the application pack send the following to [team@metrolandcultures.com](mailto:team@metrolandcultures.com)

1. Completed Application form
2. CV
3. Covering Letter

In addition, please complete our Equal Opportunities Monitoring survey [here](#).

The deadline for applications is **12th March 2021 at 5pm**.

Interviews will be held on the **26th of March, 2021**

## Other

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For more information about Metroland Cultures please see [www.brent2020.co.uk](http://www.brent2020.co.uk)

Metroland Cultures is an Equal Opportunities and London Living Wage employer.