



UNIVERSITY of  
**BRADFORD**

## **Admin & Finance Coordinator**

### **Bradford Producing Hub**



## **Job Description and Person Specification**

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| Job Title:             | <b>Admin &amp; Finance Coordinator (Bradford Producing Hub)</b> |
| Grade:                 | <b>5 (£23,487 to £25,627pa)</b>                                 |
| Vacancy Reference:     |                                                                 |
| Faculty / Directorate: | <b>Directorate of Research, Innovation and Enterprise</b>       |
| Service / Department:  | <b>Bradford Producing Hub</b>                                   |
| Location:              | <b>External office in Bradford City Centre</b>                  |
| Reports to:            | <b>BPH Director</b>                                             |
| Responsible for:       | <b>Administration for Bradford Producing Hub</b>                |

## **Main Purpose**

The Admin & Finance Coordinator will be responsible for supporting the smooth running of all aspects of Bradford Producing Hub's programme of work. The post will work with the Director and the wider team to effectively administrate the project.

BPH is an exciting and fast-moving Live Arts development project, which needs a fantastic coordinator who is self-motivated as well as great in a team, with the ability to identify problems and deliver solutions to new challenges.

The post is responsible for developing and delivering strong administrative processes with a wide range of duties. Often the first point of call for the project both in the office and at events; you will play a key role in project development stages to ensure all projects are well planned and prepared for: ensuring the design and implementation of systems for excellent record keeping; playing a key delivery role through booking rooms, travel and accommodation, and helping to run box office or sign in systems.

In addition to supporting the delivery of events and activity, the Admin & Finance Coordinator will work closely with the Project Director to support the smooth running of the project, including servicing Consortium meetings, minute taking, preparing paperwork and supporting the creation of reports to funders.

You will have excellent attention to detail, and good experience of financial processing. The Admin & Finance Coordinator is essential in supporting efficient payment processes and systems for BPH, working closely with the UoB finance team to ensure payments and invoices meet the needs of the project and are paid swiftly.

The Admin & Finance Coordinator plays a vital role in supporting effective communications and delivery internally and externally, and ensuring the success of the project.

The nature of the project may necessitate some evening and weekend work.

# Main Duties and Responsibilities

1. To work with the project team to ensure that Bradford Producing Hub, its artists and activities are well planned and well supported.
2. You will work alongside the BPH team, as well as external freelancers, evaluators, and analysts, and will play a key role in supporting the development and delivery of numerous exciting new projects.
3. You will be a key part of the planning and design of BPH programmes, making sure that appropriate processes and systems are put in place to ensure efficient delivery and tracking of the projects to meet our funders and evaluation requirements.
4. Creating and implementing effective and accurate participant / engagement tracking systems, and ensuring all trainees / attendees receive timely and clear communications to enable them to attend and engage, including follow up documentation and evaluation
5. To be the main point of contact for all public enquiries. You will respond to queries and provide information; helping people to sign up and apply to our programmes; being the key contact for trainees, people receiving BPH funding, and people attending our events and programmes to ensure they have all the information they need. You will help people understand and navigate access support and funds, to ensure any barriers to access are removed. At the end of their involvement, you will ensure they have received invoicing and payment instructions, evaluation forms, and any follow up documentation required to ensure they have been fully supported by BPH.
6. Supporting effective internal and external communication, including maintaining shared calendars, updating Slack and other communication tools, and identifying and helping to resolve any issues.
7. To support the Marketing and Communications Officer on delivering excellent engagement strategies for the project, its events and activities: proof reading copy on BPH website and print, researching new organisations and groups, maintaining databases of attendees, supporting the distribution of print and other BPH marketing materials, contributing to social media and other digital communications as appropriate.
8. Design and manage processes for thorough data capture, in line with current policy and legislation, through development and maintenance of databases, mailing lists, and effective tracking systems and ensuring accurate, up to date, records.
9. To work with the Director to design and implement new financial processes, including processing bursaries and alternative payment methods such as voucher systems; liaising with internal departments and external suppliers to raise proformas and generate purchase orders; supporting artists and creatives through the process of invoicing through University of Bradford systems. Creating and maintaining internal BPH finance trackers to ensure all project budgets are accurate and up to date, as well as monitoring payments through the UoB finance system – E5, identifying and addressing any payments that are being held up, through regularly liaising with the finance team at the University.

10. Assisting with project management and audience development activities – e.g. liaising with partners, venues, community groups, organising travel and transport, accommodation booking – in relation to performances, events, residencies, and activities.
11. To support the Director on delivering effective HR, contracting, recruitment, training, and volunteering processes
12. Carrying out research and due diligence checks on new areas of work to ensure BPH is compliant with Government, UOB and funders requirements and regulations (for example Covid safety compliance, IR35 compliance, voucher payment legalities, GDPR).
13. Taking minutes at meetings, preparation of reports & analysis and ensuring prompt dissemination and excellent communication back to all relevant partners
14. To ensure the smooth running of the office, including purchasing stationary and equipment, dealing with facilities or IT issues, Photocopying, filing and general office administration.

To attend external events, events by BPH funded artists, relevant networks and groups, to help ensure that BPH is kept up to date with current developments in Bradford. This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

# University of Bradford

## Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

## Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

## **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

## **Information Governance**

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

## **Criminal Record Disclosures and Working with Vulnerable Groups**

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the

Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

## **University Policies and Procedures**

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

# Post Specification

Admin & Finance Coordinator

Bradford Producing Hub

|                                   | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>• Clear evidence of at least 4-years experience in a relevant Administration role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• A-Level, HND or higher education in a relevant subject</li> <li>• First Aid at Work qualification.</li> </ul>                                                                                                                                                                                                                                                                     |
| <b>Knowledge &amp; Experience</b> | <p>Role holder will be experienced and practiced in professional administrative issues:</p> <ul style="list-style-type: none"> <li>• Knowledgeable in (or willing to learn) university and BPH rules, regulations and procedures, and able to give specific advice to others in application of such regulations - for example DBS, IR35 and Self-Employment, BPH Code of Conduct and Complaints Procedures, University Dignity &amp; Respect Policy</li> <li>• Experienced, practiced and knowledgeable in arts administration and financial coordination.</li> <li>• Inputting and maintenance of large volumes of data and information</li> <li>• Processing Invoices, purchasing, and maintaining financial systems and spreadsheets</li> </ul> | <ul style="list-style-type: none"> <li>• Experience gained within a creative, learning and / or cultural sector organisation.</li> <li>• Supervising volunteers (e.g interns or placements).</li> <li>• Working in an arts setting</li> <li>• Working with a CRM system or box office</li> <li>• Maintaining budgets</li> <li>• Liaising with suppliers</li> <li>• Management of data collection and monitoring</li> </ul> |



|               | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Desirable</b>                                                                                                                                                                                                |
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|               | <ul style="list-style-type: none"> <li>• Implementing, changing or improving administrative systems, trackers, databases and processes</li> <li>• Coordinating committees or boards: experienced in efficiently arranging meetings and ensuring agendas and any papers are provided as agreed; helping to create a welcoming environment for meetings; Creating minutes, reports, letters and other similar written communications as required</li> <li>• Supporting the delivery of training or development programmes, such as planning and coordinating small projects / events, in collaboration with relevant team members, including booking rooms and catering, providing accurate attendee information, managing sign-ups and supporting evaluation processes</li> <li>• Able to hold a DBS and willing to do so</li> <li>• Basic understanding of health and safety and mutual responsibility for due care and diligence</li> <li>• Willing to update relevant training and knowledge as needed.</li> </ul> |                                                                                                                                                                                                                 |
| <b>Skills</b> | <ul style="list-style-type: none"> <li>• Excellent computer literacy, with use of computerised systems more than 70% of the time</li> <li>• Strong verbal and written communication skills demonstrating an excellent attention to detail</li> <li>• Working to a deadline and working on many things at once. Organised and methodical with</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Social media and marketing,</li> <li>• Knowledge of key theatre/arts networks in Bradford</li> <li>• Knowledge relevant to specific communities in Bradford</li> </ul> |

|                            | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Desirable</b>                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <p>the ability to multi-task across several projects, and deliver on time</p> <ul style="list-style-type: none"> <li>• Efficient record keeping: Designing processes which ensure accurate information is captured in databases and other digital formats</li> <li>• Understanding of finance including invoicing and purchasing, including maintaining accurate tracking systems and regularly reconciling University accounts and systems against project budgets. Chasing unpaid invoices and resolving issues.</li> <li>• Analysis and Research: including gathering information and fact finding, such as cost comparisons, scoping alternative solutions, and identifying and collating individuals and groups for marketing purposes; Extracting relevant information and creating reports</li> <li>• Able and willing to communicate effectively with people from different backgrounds, and adapt communication methods and styles to meet different needs</li> </ul> | <ul style="list-style-type: none"> <li>• An understanding of barriers to access in training and events</li> </ul>                                                                                                                                             |
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>• Teamwork: Great at working in a team, enjoys making room for new voices, ideas and opinions, and responding to exciting new challenges while playing a key role in supporting others to develop and deliver, assisting and training team members on occasion. For example: help new team members settle in e.g. assist with induction, show team members how to perform a</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Considers themselves to be an artist or creative practitioner</li> <li>• Active arts attendee</li> <li>• Ability to occasionally work unusual hours, in line with the demands of the Post and the project</li> </ul> |

|  | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Desirable</b>                                                                                                          |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|  | <p>range of day-to-day tasks associated with the role, training staff in operational procedures.</p> <ul style="list-style-type: none"> <li>• Motivation: Committed, enthusiastic and 100% reliable; gets stuff done; able to work independently and make appropriate decisions to keep projects moving; helping to cover other areas of work when colleagues are absent</li> <li>• Service Delivery: Organised and methodical with the ability to multi-task across several projects, and deliver on time. Outwardly focussed to ensure appropriate support is provided to artists while internal deadlines are met.</li> <li>• Decision Making and Initiative: Good judgment and strong inter-personal skills in working with a wide variety of people, able to prioritise work load and make independent and collaborative decisions; applying innovation and creative thinking; responding swiftly to issues or mistakes, dealing with last minute problems and helping communicate changes; ensuring others have the information and support needed to make decisions on day to day matters</li> <li>• Communication, liaison and networking: Clear and courteous communicator, willing to question and challenge, and to be challenged; able to prioritise communications and identify urgent issues; responding to external requests for information, guidance and advice; preparing offer letters and agreements; an advocate for the use of Easy English / simple language, and ensuring accessibility across all forms of communication; non-discriminatory and non-judgmental; act as a</li> </ul> | <ul style="list-style-type: none"> <li>• An interest in the social, cultural and financial context in Bradford</li> </ul> |

|  | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                    | <b>Desirable</b> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|  | <p>role model to less experienced team members; representing BPH at sector meetings and events</p> <ul style="list-style-type: none"> <li>• Flexibility: Adaptable to changing demands and new challenges; able to occasionally work unusual hours, in line with the demands of the Post and the project; willing and excited to attend events and see commissioned work</li> </ul> |                  |