

## Bradford Producing Hub

### Administrator: Job Description & Person Specification (July 2024)

Job title:	Administrator
Contract type:	Fixed term for 18 months with an Apprenticeship option
Hours:	Full-time (36.25 hours per week)
Salary:	£24,294 per annum
Location:	Principally at Assembly, Bradford, BD1 3HT
Reports to:	General Manager
Responsible for:	N/A
Notice period:	1 month following completion of a probationary period
Closing date:	Sunday 8 September 2024 at 11pm

Bradford Producing Hub (BPH) is an artist-led development organisation that supports creatives in all art forms and at any stage of their career to develop skills and to create and produce new work. BPH aims to make Bradford a vibrant creative district, with a thriving and sustainable arts sector. The BPH programme is needs-led, everyone in the team is involved in planning, designing and helping to meet the needs we identify through sharing our skills and supporting ideas and people to grow.

#### Job Description

The Administrator plays an important role in the BPH team, providing support and capacity across the team, and helping to ensure everything runs smoothly.

The Administrator will ensure all systems, processes and support structures are delivered and maintained, taking particular responsibility over participant and attendee communications ensuring that everyone has what they need to make the most of the opportunities BPH offers.

**There is the potential to undertake this role as an Apprenticeship, where you will spend around 20% of your working hours studying towards a Level 3 in Business Administration. Please specify in your application if you would be interested in this.**

#### Key Responsibilities

- Be a main point of contact for public enquiries, trainees, people receiving BPH funding, and people attending our events and programmes. Support people to apply to and engage in programmes and funding opportunities, ensuring any barriers to access are removed.
- Maintaining accurate participant/engagement tracking systems and ensuring all trainees/attendees receive timely and clear communications, including issuing participation agreements, follow-up information and evaluation processes.

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- Support the General Manager in maintaining accurate systems and processes across the organisation, including finance trackers, attendee monitoring and project evaluation systems.
- Support effective internal and external communication, including maintaining shared calendars and identifying and helping to resolve any issues.

#### **Planning & Delivery**

- Alongside the BPH team and external freelancers, contribute to the planning and design of BPH programmes, ensuring that appropriate processes and systems are put in place and that artists and participants are well supported
- Assist the Programmes Producer with project management activities including organising and booking venues, transport, accommodation and catering and purchasing materials and supplies
- Coordinating meetings, taking minutes and ensuring prompt dissemination and excellent communication back to all relevant partners
- Support the Marketing and Communications Manager in delivering excellent engagement strategies for BPH events and activities, including proofreading copy on the BPH website and print; researching new organisations and groups; setting up new events, application forms and surveys on our booking systems; maintaining databases of attendees; supporting the distribution of print and other BPH marketing materials; contributing to social media and other digital communications as appropriate
- Alongside the General Manager, ensure the smooth running of the office, including ordering of equipment and stationery, printing, photocopying and filing
- Support the team to ensure delivery of accessibility and inclusivity across BPH, including booking access facilities, resources, interpreters and support people
- Support the General Manager in the preparation of papers, reports and other information as required by the Board of Directors and funders

#### **General Duties of all Staff**

- Take an active role in communicating and cooperating with other staff and departments, including engaging in regular team meetings.
- Undertake any other duty or responsibility which may reasonably be requested by the company.
- Assist at BPH events and activities as required.
- Work in accordance with Health and Safety, Safeguarding and all appropriate legislation, in line with company policies and procedures.
- Act as an ambassador for the company.
- Provide advice and signposting to other artist development opportunities and pathways for career development beyond BPH programmes, in response to need.
- Support BPH to be a safe place to work and develop, freely and promptly raising any issues or concerns to the Executive Director or in line with complaints and grievance procedures.

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- Carry out all duties with an understanding and commitment to equal opportunities and to ensure that this understanding and commitment is implemented across the company.
- Help BPH to continue to be a good employer, encouraging company and individual mental health and wellbeing.

The Board of Directors expects to monitor the development of this job description in collaboration with the post holder, Executive Director and any other key members of the team.

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#### Person Specification

This specification outlines the qualities, skills, and experience required for the role. The ideal candidate will be a positive and organised individual, excited about supporting creatives and contributing to the growth of a vibrant arts sector in Bradford.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>● Proven experience in administration.</li><li>● Experience in dealing with multiple tasks and many different people, ensuring clear and timely information dissemination.</li><li>● Experience in maintaining accurate systems and processes, such as tracking and evaluation systems.</li><li>● Experience in supporting marketing and communication activities, such as proofreading, managing social media, managing participant and attendee communications and maintaining databases.</li></ul>	<ul style="list-style-type: none"><li>● Experience of a similar role within the arts or creative industries.</li><li>● Experience in coordinating and supporting meetings, including minute-taking and follow-up communications.</li><li>● Understanding of the needs and challenges faced by creatives and participants in arts programmes.</li><li>● Knowledge of accessibility and inclusivity practices to support participants.</li><li>● Awareness of health and safety regulations and safeguarding best practice.</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>● Excellent written and verbal communication skills, with a high degree of accuracy and attention to detail.</li><li>● Strong IT skills and proficiency in using a range of software and tools, such as Microsoft Office and Google Workspace.</li><li>● Strong organisational skills with the ability to manage multiple priorities.</li></ul>	<ul style="list-style-type: none"><li>● Ability to assist in the development and implementation of effective systems for planning and delivery.</li><li>● Familiarity with setting up and managing online forms, surveys, and booking systems.</li></ul>

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	<ul style="list-style-type: none"><li>• Competence in supporting project management activities, such as organising logistics (venues, transport, accommodation, catering).</li></ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Strong interpersonal skills with the ability to build and maintain relationships with a diverse range of people.</li><li>• High levels of initiative and problem-solving skills.</li><li>• Commitment to equal opportunities and understanding of how to apply this in practice.</li></ul>	<ul style="list-style-type: none"><li>• Passionate about contributing to a vibrant and sustainable arts sector in Bradford.</li></ul>