



Job Title : Administration Assistant (part time)

February 2023

Andro and Eve is looking to employ an Administration Assistant to support the day to day operations of the organisation. This is a new role for the organisation as we scale up our business to meet demand for our offer.

Contract: 12 month Fixed Term. Part Time.

Hours: 7.5 hours per week. Flexible

Salary: £23,000 pro rata

Start Date: Mid April 2023 - to be negotiated.

Location: Sheffield and remote working

Thank you for your interest in this role. You'll find everything you need to know about the role and how to apply below. Should you have any questions or would like to have an informal conversation about the role before applying, there are further details in this pack about this.

About Andro and Eve

Andro and Eve is a small queer arts organisation based in Sheffield and working across South Yorkshire to support LGBTQ+ artists, connect communities and raise awareness of LGBTQ+ equality.

Our Vision

Celebrating queer culture, connecting our community, inspiring your creativity.

Our Mission

Andro and Eve create unique, feel good events that celebrate queer culture where everyone is welcome. We programme arts and culture that explores queer stories, focusing on voices that are otherwise marginalised, to reflect and celebrate the diversity that exists within the LGBTQIA community. We provide accessible opportunities for people to come together, develop their understanding, and share in memorable experiences.

Our Values

Unique & Playful

We create high quality events and products with a sense of play, and believe creativity needs space, time and resources in order to flourish.

Representative and Accessible

We programme artistic content that is representative of a broad range of identities and experiences, and aim to create spaces that are accessible to all.

Empowering and Proud

We are proud of our lived experiences and aim to create opportunities that empower others to embrace their full selves and develop their own creativity, skills and talents.

We are committed to working in ways that fight structural inequalities and systemic oppression, and support anti racist practices. We are continually developing as an inclusive organisation where access and care is embedded and people's needs are met.

Our Work

This encompasses three key strands

Live Performance Events / Creative Engagement Projects

We produce large scale queer cabarets including *The Kingdom Come*; and *A Reyt Queer Do*. We also deliver arts engagement programmes like our zine projects, with online and in person workshops that are open access.

Talent Development

We commission early career artists on specific projects as well as producing workshops to develop specific skills, such as our collaboration with Ghetto Fabulous delivering the Feeling Fabulous workshops in 2022, or our online drag king workshops. We also mentor artists working on specific projects.

Training

We deliver Gender Awareness Training to organisations throughout the UK across the private and public sector in order to fulfil our mission to support better representation and inclusive practices for the LGBTQ+ community across a range of services and sectors.

About our Team

We are a small team supported by a Board of Directors who have a wide range of business, finance and HR experience. The current team includes an Artistic Director / CEO, Finn Warman, and a Creative Producer, Martha Adebambo. Our Gender Awareness Training is delivered by a small team of freelance trainers. We also work with a core team of volunteers who support our events and marketing activity.

We ensure our team has adequate support and training to do their jobs effectively and we provide regular check-ins for all.

www.androandeve.com

About the Role: -

The administration assistant will support all areas of our work, with a focus on day to day operational support and our Gender Awareness Training.

Responsibilities

Operations

- Liaising with clients to coordinate bookings for training sessions.
- Liaising with freelance trainers and artists to support delivery of training and projects.
- Managing associated documentation related to training bookings, ensuring records are kept up to date.
- Inputting and collecting data to support evaluation and monitoring.
- Scheduling social media content where appropriate.
- Attending meetings and taking minutes / recording key actions.
- Monitoring social media channels and emails and responding to enquiries from clients, the public and potential partners.
- Providing technical support for online training sessions where appropriate, managing Zoom calls.
- Managing files, media and documents using Google Workspace.

Finance

- Update financial spreadsheets with daily transactions, logging receipts and invoices.
- Track and reconcile bank statements.
- Recording accounts payable and accounts received using Excel and / or cloud based software to monitor cash flow.
- Liaising with the artistic director to support budget preparation.
- Process invoices and follow up with clients, suppliers and partners as needed.

General

- Ensure that all policies and procedures, such as health and safety, equal opportunities and safe-guarding are adhered to.

Person Specification

These are the skills, experiences and qualities we think are either required or desirable for this role.

Essential Experience

- Experience working in a similar administrative or finance role.
- Experience of working in any sector in a public facing role, demonstrating an ability to communicate with clients and members of the public.
- Experience of audience / customer data collection and monitoring.
- Experience of bookkeeping or financial administration.

Essential Skills and Knowledge

- Strong communication, teamwork and interpersonal skills with the ability to communicate effectively with a range of people, particularly through emails.
- Good attention to detail with the ability to spot numerical errors.
- Strong organisational skills, with ability to plan, prioritise and meet deadlines.
- Proficiency in using MS Excel, with the ability to create and use financial functions.
- Good IT skills with strong working knowledge of Google Workspace and Microsoft Word.
- Understanding of how to use social media platforms.
- Understanding of, and commitment to Equality and Inclusion.

Essential Qualities

- An interest and enthusiasm for the work and values of Andro and Eve.
- A positive attitude to problem solving and ability to work to own initiative.
- Willingness to learn new skills and apply them with confidence.

Not Essential but Desirable

- Experience of working in a small organisation or as a freelancer.
- Experience using Mailchimp
- Experience of using Xero or Quickbooks.
- Familiarity with South Yorkshire communities and / or Northern LGBTQ+ communities.

Contract Details

Responsible to: -

Artistic Director

Contract Type: -

Fixed Term. Part Time. To commence work ideally in April 2023. Start date can be negotiated.

Salary: -

£23,000 pro rata for 1 day (7.5 hours) per week.

Please note, subject to funding there may be scope to offer additional hours of working both in the period of this contract and beyond.

Benefits: -

Holidays: 28 days pro rata inclusive of bank holidays (42 hours per leave year).

Sick Pay: 3 weeks full pay pro rata after 3 month probation period passed. Statutory sick pay provisions in place for probation period.

2.5 hours of Gender Awareness Training will be given.

Location

Sheffield, with a mix of office based work in the city centre and remote working in place. We welcome requests for flexible / home working, we want you to feel supported and comfortable throughout this role.

Hours

7.5 hours per week. Flexible. You should be available to do some of your hours on Tuesdays or Fridays. We are keen to work with you to make the role fit around your other commitments.

This role may require occasional evening work and possible weekend working. We will aim to give at least 6 weeks notice for any weekend work.

References

Any offer is subject to receipt of two satisfactory references.

Application Deadline: 9am Monday 20th March.

Interview date: Tuesday 4 April

Start Date: 18 April (though this is flexible)

As well as supporting a wide range of artists, our team have lived experiences that enable them to support inclusive practices. We particularly encourage applications from those currently under-represented within the UK arts sector, including those of Black, Asian or global majority ethnicities, those who have faced socio - economic barriers, those who identify as LGBTQI+ and those who are disabled or neurodiverse.

We welcome applications from a variety of educational backgrounds and work experiences. You do not need degree level education for this role.

To Apply

Access and Inclusion

If you require this Recruitment Pack in a different format please don't hesitate to let us know. Contact hello@androandeve.com

If you have any other questions or would like to discuss the role further, please contact Finn Warman Artistic Director / CEO at finn@androandeve.com

Applications to be sent to hello@androandeve.com with the subject marked - 'Application - Administration Assistant - YOUR NAME

Deadline for Applications - 9am Monday 20th March

Please complete our application form, detailing your relevant experience and reasons for applying for this role, keeping the Person Specification in mind.

Please supply the contact details of two people who know you in a professional capacity that, if successful, we will contact as referees. We will not contact any references without your consent.

Please ensure that your application is attached to your email and that it has your name in the title.

Please also complete the online Equal Opportunities Monitoring Form.

<https://forms.gle/8BdV1a3VJUhw1kE7>

Checklist when applying

- Application Form
- Online Equal Opportunities Form (link above)

We encourage applications from those with less visibility in the arts and are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnicity or national origin, gender, sexual orientation or any disability. This is why we ask you to complete the Equal Opportunities Monitoring Form so we can check our impact in this area.