

PROGRAMMES ADMINISTRATOR

The Programmes Administrator assists with the producing of Lewisham Youth Theatre's programmes for young people aged 3-24, providing key communications, financial and monitoring support to underpin the smooth running of both the office and the project delivery. The Administrator is responsible for:

- Communications, including with young people, parents/carers and the public
- Project administration, including keeping registration, monitoring and evaluation systems up to date
- Financial administration, including bookkeeping and payroll
- Office administration, including managing office communications and systems

Reporting To: Executive Director

Salary: £22,000 - 23,000 per annum (Dependant on experience)

Holidays: 20 days per annum *plus* bank holidays

Hours: 3 days (21hours) per week
The nature of work in this field will sometimes necessitate unsociable hours. This post holder will be expected to work flexible hours when required, for which Time Off In Lieu (TOIL) will be given.

Contract: Permanent contract, subject to 6 months probationary period

Terms: As this post involves working with/contact with young people, any offer of employment will be confirmed following the company's procedures and policies with regards to obtaining references and enhanced disclosure status.

Our Mission Statement

All young people have a powerful voice and a right to be heard.

Lewisham Youth Theatre (LYT) **nurtures** and **inspires** young people's voices through free participatory theatre activities, helping them to develop enduring and transferable skills that lead to increased **life chances** and **long term well-being**

We bring young people together from across the Lewisham community to create outstanding theatre in an environment of high expectations and collaboration. We work from the core belief that artistic excellence is key to expanding young people's horizons and creating lasting transformation.

About Lewisham Youth Theatre

Lewisham Youth Theatre (LYT) provides participatory drama programmes to young people aged 3-24 who live or learn in Lewisham. All programmes are free to young people. Participation is based on commitment rather than creative ability, and participants must not currently take part in other out of school drama activity.

LYT provides a mixture of performance-based projects (where participants work towards a public performance), 'workshop groups' (drama and social skill-based sessions) and technical theatre training. Projects are separated into age groups for 8-12s, 12-14s, 14-19s and 16-24s. Performance projects usually run for 3-5 months culminating in an intensive full week leading to performance; Workshop projects usually run weekly for 5-6 weeks. Often, participants progress to projects requiring increased commitment both within and between programme years.

Around these projects, LYT delivers a series of wrap-around activities that supports the engagement and learning of participants. LYT offers participants opportunities to take part in:

- Theatre trips to performances around London (the 'See Theatre' programme);
- One-to-One Mentoring to identify opportunities for progression
- Work experience and peer mentorship of younger age groups
- Youth leadership board ('Members' Committee') to consult on and plan activities, and represent the youth theatre

OUR PARTICIPANTS

Each year, LYT works with 200+ young people in sustained projects and reaches another 400+ through one-off outreach sessions. We provide a universal service, but target recruitment at young people in need across a range of disadvantages. Over 70% of participants every year are identified as facing disadvantage, which LYT defines as:

- Coming from families in receipt of means-tested benefits
- Having special needs (inc. physical/sensory disability, learning difficulty or autism spectrum disorder)
- Requiring additional support to take part (inc. Looked after children, Young Carers, those with mental health difficulties, English as an additional language; low literacy/numeracy)
- Referred from local partners, which include schools, pupil referral units, Child & Adolescent Mental Health Services (CAMHS), Lewisham social care services, youth offending team, etc.

OUR STRATEGIC PRIORITIES

In 2017, we published the BIG Impact Report, an independent evaluation into the impact of our programmes on participants' long-term well-being and life chances.

Responding to the findings of this report, our 2017-22 Strategic Plan, details our ambitions and targets to grow the delivery and impact of our work. Our strategic priorities are:

- 1. Improve the transferable life skills of Lewisham young people aged 3 – 24** by engaging them in drama workshops, performance, technical and backstage work and events management activities that provide practical opportunities to achieve and progress.
- 2. Increase participants' ambition and access to further opportunities** through the delivery of projects and schemes that focus on further life pathways.
- 3. Share our expertise and working practice with other youth organisations** across the capital, nationally and internationally, providing an exchange of cultures and learning that will have organisational benefit and improved impact on participants across organisations.
- 4. Achieve sustainable financial, staff and operational resources** that will allow us to deliver against our strategic priorities.

You can read more about the impact of our work in our 2017 *BIG Impact Report* and learn more about our programmes in our *Strategic Plan 2017-2022*.

Both documents can be downloaded from:

<http://www.lewishamyouththeatre.com/publications/>

JOB DESCRIPTION

The Programmes Administrator will support the smooth running of the organisation and the project delivery through the following administrative tasks:

Communications

- Serving as the first point of contact within the organisation through both phone and email. Referring queries to the appropriate parties, where appropriate
- Administrating LYT's recruitment and registration process for young people on all projects
- Communicating via phone, text, email and social media with parents/carers and young people regarding participation in projects
- Assisting in preparing and carrying out mail-outs and communications with parents/carers and young people
- Liaising with LYT's partner organisations, including schools, youth services and arts organisations, as necessary
- Liaising with external contractors (including maintenance, printers, technology providers, etc.) as the main point of contact. Reporting and following through on any problems as necessary

Project Administration:

- Liaising with the project leaders on the needs of each project
- Preparing and updating workshop registers and folders
- Maintaining accurate monitoring of young people's involvement in all LYT's projects through the Views database, ensuring the integrity of LYT's evaluation systems in a timely manner linked to funder reporting deadlines
- Managing LYT's box office and front of house systems for performances, including coordinating ticketing and running box office during performances
- Along with all staff, supporting the pastoral care of young people during workshop sessions, as required

Office Administration:

- Maintaining and updating a database for all those involved with LYT (LYT currently uses the Views database, Mailchimp and Airtable Spreadsheets)
- Taking accurate minutes of staff meetings, and distributing minutes to the team
- Maintaining existing office organisation systems, ensuring that documents and materials are filed appropriately and are easily accessible to staff.
- Maintaining office scheduling and planning through Google Calendar and other office scheduling systems. Organising meetings as necessary.
- Managing stock of office materials, liaising with staff to ensure that sufficient quantities of supplies are available as needed
- Managing IT systems (including computers and printers). Troubleshooting problems as necessary
- Keeping office tidy and materials accessible
- Acting as lead contact for Health and Safety in the office

Finance Administration:

Supported by the Executive Director, to administrate the financial systems through Xero bookkeeping software and petty cash. Tasks include:

- Recording and reconciling income and expenditure for bank and petty cash accounts;
- Administrating payments via bank transfer, cheque and petty cash, ensuring the correct signatory process is followed in line with LYT's financial procedures
- Withdrawing Petty Cash and depositing monies into the bank, ensuring all transactions are recorded in line with LYT's financial procedures
- Administrating the payroll system (through Xero) on a timely basis for LYT employees and freelance staff, ensuring that necessary deductions are made from PAYE employees
- Submitting timely and correct monthly and end-of-year payments and reports to Inland Revenue and NEST (pension provider)
- Administrating Gift Aid and online donations via Paypal
- Keeping up to date with tax, national insurance and pension changes, and implementing changes when necessary.
- Assisting the Executive Director in liaising with the Accountants, Council of Management, bankers and the Inland Revenue on matters relating to the Company's finances, as needed

Other Tasks:

- Support on collating evidence for fundraising bids and reports (including monitoring, evaluation, financial evidence and organisational documentation)
- Maintain and update press & print archives, database, and website.
- To take on any other duties that may be reasonably allocated by the Artistic Director or Executive Director

Like all those who work or volunteer for LYT, the Administrator will be expected to take a role in:

- raising and maintaining the profile and status of the organisation within the local community, the professional arts community, amongst current and potential users, and public, charitable and business funders;
- ensuring that the Company's obligations under Health and Safety legislation are fulfilled;
- ensuring that the Company's obligations under General Data Protection Regulations (GDPR) are fulfilled
- actively implementing all the Company's policies.

PERSON SPECIFICATION

The post holder **must** have:

Experience Base

- Experience of administration on participatory arts programmes or similar
- Proven track record in communication with variety of stake-holders
- Experience of office management and working within existing office systems
- Experience of financial administration

Skills

- Proven skills in working with Microsoft Excel, Word, Powerpoint and Publisher
- Knowledge of online programmes and platforms (e.g. Google Drive), and ability to transfer this understanding to new packages (e.g. finance and database packages)
- Ability to use new finance and database packages independently following training
- Knowledge of website and social media administration
- Good oral and written communication skills

Qualities

- Excellent interpersonal skills
- Ability to set own targets and manage activities
- Ability to work successfully as part of a team
- Highly organised with excellent attention to detail
- An interest in the social and emotional development of young people through the arts

It is desirable that the post-holder will also have some experience of:

- Running PAYE and maintaining payroll records
- Using similar accountancy software to Xero (eg Quickbooks or SAGE)
- Marketing through online, email and print
- Working with young people and/or in education, or to be able to demonstrate an informed understanding of this.
- Working in theatre/arts related environments
- Working in a busy, multi-faceted environment.

How to apply

Please send:

- A completed application form
(Please note – a CV will only be considered alongside a completed application form)
- A completed Equal Opportunities Monitoring Form (see application form)

Please email your application with the subject “[Your Full Name] Administrator Application” to recruitment@lewishamyouththeatre.com

Or post to: Lewisham Youth Theatre, The Broadway Theatre, Catford Broadway, Catford SE6 4RU

Closing Date for Applications: 12 noon, Monday 3rd February 2020

Interviews: Friday 7th February 2020
1st Floor, Town Hall Chambers, Rushey Green, Catford, SE6 4RU.
If you are not available for this interview date, please let us know in your application. If shortlisted, we will try our best to accommodate an alternative slot.

For further info about LYT please view our website at: www.lewishamyouththeatre.com

Lewisham Youth Theatre is a Registered Charity (no. 297075) and an Equal Opportunities employer.



EQUAL OPPORTUNITIES STATEMENT

Lewisham Youth Theatre is committed to equality and inclusion at all levels of the organisation, and actively opposes all forms of unlawful and unfair discrimination. LYT values the role diversity plays in engendering a positive working environment. We therefore aim to ensure equality of opportunity in all levels and activities by adopting equitable approaches to all that we do and working to ensure that our policies and practices (formal and informal) remain lawful, fair and actively inclusive.

This policy includes preventing discrimination associated with the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion and belief (or lack thereof), sex and sexual orientation.

LYT recognises that those who use our services are individuals with different needs that may impact on their ability to access services. LYT may sometimes deliver projects aimed expressly at engaging specific groups, with the aim of increasing the diversity and inclusion of service users across our activities, in line with our Business Plan. We will work hard to ensure that project criteria is appropriate to needs identified in our community, and that all those who fit the criteria for engagement have the opportunity to access our services.

These principles apply to LYT's provision of services, working practices and its employment and training practices. The policy applies to the treatment of all Council of Management members (Trustees), staff (permanent or temporary, including those on contracts), applicants, trainees, consultants, volunteers and members (including youth and community participants).

LYT's Council of Management (Trustees) is responsible for overseeing the effective implementation of the Equal Opportunities Policy in all areas of our work, including staff recruitment. The Council of Management have delegated responsibility to the Executive Director for the day-to-day policy implementation.

All those working and interacting with LYT have a duty to uphold the Equal Opportunities Policy. Trustees, staff, tutors, trainees and volunteers have a duty to act in accordance with this policy, and that they support service users and other stakeholders to act in accordance with the policy principles.