



# LEWISHAM YOUTH THEATRE

## FINANCE AND ADMINISTRATION COORDINATOR

Recruitment pack



# ABOUT THE ROLE

The Finance and Administration Coordinator is a key and varied role at LYT that underpins the smooth running of the organisation. Responsibilities are spread across organisational operations, communication, finance and recruitment, providing the post-holder with direct impact on LYT's project delivery for young people aged 8-25.

The Programmes Administrator is responsible for:

- **Communications:** Coordinating and delivering effective communications with young people, parents/carers, freelancers, volunteers and the wider public.
- **Project Administration:** Coordinating registration, monitoring and evaluation systems, reporting, HR administration and box office operations.
- **Financial administration:** Leading on bookkeeping and payroll processing.
- **Operational coordination:** Managing office supplies and Health and Safety compliance within the building.
- **Volunteer Management:** Recruiting, allocating and supporting volunteers across programmes.



**Salary:** £28,000 per annum

**Reporting to:** Executive Producer

**Hours:** Full Time (35 hours per week)

**Holidays:** 20 days per annum plus bank holidays (pro rata)

**Primary Work Location:** 436 Lewisham High Street, SE13 6LJ

**Terms:** Permanent Contract

As this post involves working 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

LYT creates excellent and inclusive theatre as a tool to improving the long-term well-being and life chances of Lewisham young people aged 8-25, helping them build the skills, resilience and ambition to achieve their potential.

Since 1987, we have provided inclusive drama, performance and technical theatre activities completely free of charge to young people from across Lewisham's diverse communities, working from the core belief that artistic excellence and an environment of high expectation is key to expanding young people's horizons and creating lasting transformation that will support them to achieve in any future environment.

Our core programmes do not audition and the majority of participants (minimum 75%) face disadvantages across a range of needs. Through individual progression mentoring and referrals from local services, we actively support those in need to engage, progress through our activities and move on to positive next steps in training and employment within a wide variety of fields. This level of support leads to high retention rates, with c.90% of users taking part in 3+ sessions and 85% completing their projects.

# OUR PARTICIPANTS

Each year, LYT works with over 200 young people aged 8-24 in sustained projects and reaches another 600+ through one-off outreach sessions. We provide an integrated service that brings young people together from across Lewisham's diverse communities, targeting our outreach to recruit young people with barrier to accessing activities. Over 75% of participants every year are identified as facing disadvantage, including socio-economic need; mental health challenge and low wellbeing; learning differences and neurodiversity; family disruption (including care-experience, young carers, etc.) and risk of mainstream education disengagement.

Our referral partners include local primary and secondary schools, alternative provision and SEN schools, Child & Adolescent Mental Health Services (CAMHS), Lewisham social care services, youth offending team and other social service programmes.

## MORE INFORMATION ABOUT LYT

Please refer to the Publications Page of our website for more information about our programmes and their impact, including our annual reports, and BIG Impact Report – an independent evaluation into the long-term impact of our work.



# JOB DESCRIPTION

## MAIN ACTIVITIES & RESPONSIBILITIES

The Finance and Administration Coordinator will support the smooth running of the organisation and the project delivery through the following tasks and responsibilities:

### COMMUNICATIONS

- Serving as the first point of contact via email for the organisation, responding to enquiries and directing queries to the appropriate team members.
- Supporting LYT's recruitment and registration process for young people across all projects
- Preparing and distributing mail-outs and communications to parents/carers and young people.
- Maintaining and updating monitoring databases for all participants and stakeholders (currently using Substance Views and Airtable).
- Liaising with partner organisations, including schools, youth services and arts organisations, as required.
- Maintaining and updating LYT's website using Wordpress and relative booking systems for ticked events.

### VOLUNTEER MANAGEMENT

- Recruiting volunteers and student placements to support LYT's core programmes.
- Inducting new volunteers and student placements. Providing ongoing support to enable them to complete their projects, including conducting midpoint check-ins and exit Interviews.
- Complete all associated administration relating to volunteers and student placements, including volunteer agreements and providing references as required.

## OPERATIONS

- Taking accurate minutes of staff meetings, and Council of Management meetings as required, and distributing them to the team in a timely manner.
- Maintaining and improving office organisational systems, ensuring documents, information and materials are accurately stored and easily accessible.
- Maintaining office scheduling and planning through Google Calendar and other systems, including organising meetings as required.
- Monitoring and managing stock of office and building materials (including cleaning supplies), liaising with staff to ensure that sufficient quantities of supplies are available as needed.
- Overseeing IT systems (including computers and printers), troubleshooting issues and coordinating external support when necessary.
- Managing unsold food donations (Co-Op), as required.
- Acting as the main point of contact for external contractors (including maintenance, printers, technology providers etc.), reporting and following up on issues as needed.
- Acting as lead contact for Health and Safety within the office.
- Reviewing and updating all organisational policies, ensuring they are up to date, in line with industry best practice and implemented throughout the organisation.



## FINANCE ADMINISTRATION

Supported by the Executive Producer, administrating LYT's financial systems through Xero bookkeeping software and petty cash.

Responsibilities include:

- Recording and reconciling income and expenditure across bank and petty cash accounts.
- Drafting and issuing invoices to contractors and partner organisations.
- Processing Gift Aid claims, as required.
- Actioning payments via bank transfer, cheque and petty cash, ensuring the correct signatory process is followed in line with LYT's financial procedure.
- Coordinating payroll through Xero for employees and freelance staff on a timely basis, ensuring accurate PAYE deductions where applicable.
- Ensuring timely and correct payments to HMRC and NEST Pensions (monthly) and the appropriate end of year reporting is submitted.
- Keeping up to date with changes to tax, National Insurance and pension regulations, and implementing changes as necessary.
- Maintaining monthly records of budget actuals.
- Supporting the executive producer with budget monitoring and financial reporting.
- Assisting the executive producer in liaising with the Company's auditors, Council of Management, bankers and HMRC on financial matters.
- Undertaking cash banking, as required.



## PROJECT ADMINISTRATION

- Liaising with the project leaders to coordinate and respond to the administrative needs of each project
- Preparing and maintaining workshop registers and folders
- Accurately monitor young people's participation across all LYT projects using the Views database, ensuring evaluation systems are maintained and reporting requirements are met in a timely manner, line with funder deadlines.
- Coordinating box office and front of house booking systems for performances and events.
- Supporting print, online and social media marketing of activities.
- Inducting new staff into office systems, HR and health and safety onboarding.
- Supporting the pastoral care of young people during workshop sessions, alongside all staff, as required.
- Assisting with the collation of evidence for fundraising bids and reports (including monitoring, evaluation data, financial evidence and organisational documentation) and drafting bids when required.
- Representing LYT at external events.
- To take on any other duties that may be reasonably allocated by the Executive Producer or Executive Creative Director.



Like all staff and volunteers at LYT, the Administrator will be expected to:

- Contribute to raising and maintaining the profile and reputation of the organisation within the local community, the professional arts community, amongst current and potential users, and with public, charitable and business funders.
- Ensure the Company's obligations under Health and Safety legislation are fulfilled.
- Actively uphold and implement all Company policies and procedures.

## PERSON SPECIFICATION

### ESSENTIAL

- Experience in administration for participatory programmes, ideally in creative and/or youth settings.
- Proven track record in stakeholder communication and office management experience, including financial administration.
- Experience running PAYE and payroll.
- Proficient in Office 365 programmes (including Excel) and confident using online platforms (e.g. Google Drive), with the ability to use new finance and database systems independently following training.
- Knowledge of Wordpress and social media administration.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and ability to work successfully as part of a team.
- Highly organised, detail-oriented, and able to manage workload and set targets.
- An interest in the social and emotional development of young people through the arts.



## DESIRABLE

- Using similar accountancy software to Xero.
- Marketing across online, email and print channels.
- Experience with writing or collating evidence for fundraising bids and reports.
- Experience working with young people and/or in arts related environments.
- Ability to thrive in a busy, multi-faceted environment.



## HOW TO APPLY

If you would like to apply for the role, please complete our application form [here](#).

You can answer the application questions in a number of ways. Please pick the one that lets you to put your best foot forward.

- Video/audio application
- Written application (Google Form)

In addition to the questions, the application form will instruct you to submit:

- A CV
- An [Equal Opportunities Monitoring Form](#)

For an informal conversation about the role, please email [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com) to set up a call.

**Closing Date for Applications: Wednesday 1<sup>st</sup> April 2026, 5pm.**

We will interview candidates on a rolling basis, and may appoint before the closing date. **Please apply as soon as possible.**