



Part time Senior Administrator Job Description

Introduction

This role is offered by Movema.

Movema are an award-winning community dance company based in Liverpool and Bristol. Specialising in world dance, running an annual programme of classes, performances and events, the company is led by four female artists from diverse cultural backgrounds. Creators of acclaimed schools resource World in a Box. Previous commissions include; Arts Council England, MerseyCare NHS Trust, British Council, National Lottery and Liverpool City Council.

Vision

Movema believe in the power of world dance for positive change. We are passionate about dance as a tool for self-expression and celebrating cultural differences.

It is an exciting time for the company, approaching their 12-year anniversary, in receipt of multiple grants from Arts Council England including Elevate Programme, which aims to improve the resilience of organisations making a significant contribution to the Creative Case for Diversity, to encourage an increase of diverse organisations not in receipt of National Portfolio funding.

To realise our vision, Movema is seeking an enthusiastic Senior Administrator to help maintain and develop our growing activities. They will manage and develop the administrative processes working individually and as part of a team. The Senior Administrator will need to be a highly organised and focused individual, with knowledge and experience of running an organisation's administration functions.

Terms and Conditions

Hours of working: Part-time, 0.45 FTE (based on 35 hours per week), 2.5 days per week, approx. 16 hours, option to extend. Time off in lieu system operates

Contract: 6 months fixed contract

Probationary period: 3 months

Annual Salary: £19500 - 21500 pro rata

Annual Holiday: 30 days annually (22 days p.a. pro rata, + Bank Holidays)

Line Managed by: Movema Co-Directors

Place of Work: Liverpool based Movema office

Flexibility: A flexible approach to working hours is negotiable. A willingness and ability to travel is essential

Pension: Statutory contributions 4%

LIVERPOOL & BRISTOL

Movema c/o Toxteth TV, 37-45 Windsor Street, Toxteth, Liverpool, L8 1XE

07548 365 869 | info@movema.co.uk | movema.co.uk

Company Number: 7031968



Job purposes:

This post will work closely with Movema’s Directors to ensure the smooth running of many aspects of the company’s business.

Main Roles and Responsibilities

Area	Main Responsibilities
Office management	<ul style="list-style-type: none"> ● To manage the Movema Office ● Manage phone and email enquiries. ● Being the first point of contact for enquiries in the office. ● To assist with annual event schedule. ● Ordering supplies. ● Office hygiene maintenance.
Movema databases:	<ul style="list-style-type: none"> ● To manage Movema’s monitoring database and email marketing database and implement their use. ● To ensure the new monitoring and evaluation system is adhered to. ● To support with administrative tasks in order to keep monitoring and evaluation up to date.
Executive Support	<ul style="list-style-type: none"> ● To support the executive function of the organisation
Company administration:	<ul style="list-style-type: none"> ● To manage and implement Movema’s administration systems and responsibilities. ● To ensure necessary documentation is received and updated periodically. ● To support maintaining and developing effective communication channels with artists. ● To support with the administration and management of bookings and sales.
Governance.	<ul style="list-style-type: none"> ● You will support the administration of Movema’s Governance responsibilities, ensuring policies are in place and updated.



Person Specification

Attributes

Essential

1. Accuracy and attention to detail
2. Strong efficiency and organisation
3. An ability to work independently and prioritise workload in a changing environment
4. A positive and flexible approach
5. A desire to support colleagues
6. An ability to work empathetically with individuals
7. Excellent at relationship building
8. An ability to remain calm whilst working under pressure
9. Someone who thrives in a team environment but can also work independently.

Desirable

10. Enthusiasm for the arts, particularly world dance.

Skills and Experience

Essential

1. Excellent administrative skills with at least 2 years' experience within the field of administration.
2. Strong time management and organisational skills
3. Outstanding communication skills, working with a wide range of different people
4. Experience with dealing with people on phone and via email
5. Excellent written and verbal communication skills
6. A commitment to Equal Opportunities and diversity in the workplace
7. Experience working with Microsoft Word, Excel, Google drive and Dropbox.
8. Must be willing to work on Mac computers and develop skills quickly to fulfil the role.

Desirable

9. Current DBS check
10. Recent Health and Safety and Safeguarding Training
11. Demonstrable interest in world cultures and social equality
12. Marketing experience with press and PR.

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Personal characteristics

The post holder should demonstrate competence in all of the following:

Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

Behave ethically: Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.

Communicate effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on stakeholder needs: Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within the organisational parameters.

Foster teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.

Build Consensus: Assess situations to determine the importance, urgency and risks, and build consensus in a timely manner and in the best interests of the organisation.

Organise: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Interpersonal Sensitivity: An ability to read and respond to verbal and non-verbal signals.

Flexibility: Ability to adapt and change own plans to accommodate external or unforeseen circumstances, without losing commitment to the task in hand.

Action Tendency: Attends willingly and effectively to tasks; follows through from planning into action with tenacity.

Stress Tolerance: Maintains effectiveness under pressure.

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Terms and Conditions

Contract Fee: £19500-21500 pro rata. (based on experience)

16hrs per week contract

Based on a full-time working week of 35hrs.

Hours: Between 9am - 6pm. Monday to Friday.

Flexible working.

Weekly hours to be arranged on commencement of the role. Occasional evening and weekend work may be required.

Start date: 4th May

Notice period: 1 month

Contract Period: 6 months fixed term with a 3 month review.

Benefits: Classes: Movema staff can attend any of Movema dance classes for FREE.

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Application and Selection Process

Please download documents at: <https://movema.co.uk/senior-administrator/>

To apply please read the Job Description carefully and send;

1. Covering Letter
2. Completed application form
3. CV
4. Completed Equal opportunities form

Email: info@movema.co.uk

Applicants who send their application form by email are also required to meet the closing deadline.

Post: Movema c/o Toxteth TV, 37-45 Windsor Street, Toxteth, Liverpool, L8 1XE

Applicants using the postal system to submit their applications should note that first class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid.

Please note that applications by fax **cannot** be accepted.

If you have any queries or questions, please contact: 07548 365869

Movema is an equal opportunities employer and considers applications strictly on the basis of merit.

We encourage applications from individuals who have experienced racism and/or other barriers that have prevented their ability to achieve their full career potential.

Selection for this post will be based on submission of cover letter, application form, CV and an interview.

The closing date for receipt of applications is: 13th April 21

Interviews will be held on: 23rd April 21

Post commencing: 4th May 21