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## **JOB DESCRIPTION - Programme Administrator**

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<b>Responsible to</b>	Programmes Business Manager
<b>Internal contacts</b>	Programmes, Development, Marketing, Operation, HR and Finance & ICT Departments
<b>External contacts</b>	Delivery partners (schools, community and youth organisations), young people, artist-tutors, youth workers and creative industries

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### **About the Roundhouse:**

The Roundhouse is a hub of inspiration where artists and emerging talent create extraordinary work and where young people can grow creatively as individuals. We believe in the power of creativity to change lives. By giving young people the chance to engage with the arts through our music, media and performance projects, we inspire them to reach further, dream bigger, and achieve more.

### **The Roundhouse's Vision:**

The Roundhouse inspires, pioneers contemporary culture and places young people at its heart

### **Role Summary**

As part of the Youth Policy and Engagement Team the post holder will be one of two Programme Administrators. This role will support the delivery and smooth running of the creative programme for 11-25's on open access and schools and community groups.

## **DUTIES & RESPONSIBILITIES**

### **Office Systems & Administration**

- To be a first point of contact in the Youth Policy and Engagement Team for general enquiries.
- To make practical arrangements for Youth Programme meetings such as circulating agendas/papers and taking minutes.
- To maintain and develop office filing systems on computer's shared drive and paper
- To input and maintain the relevant data as required in Roundhouse database systems
- To organise and maintain the Youth Policy and Engagement Teams archive of photos and creative content from projects for reporting and marketing purposes.
- To be responsible for the day to day handling and monitoring of petty cash for the youth programme team, schools and community outreach.
- To post invoices through the Roundhouse's purchase order system and ensure all relevant members of the team authorise payment in a timely manner.
- To provide cover and support for to the Youth Programme Coordinator and the other Programme Administrator where necessary.

### **Project Support**

- Support the project management and co-ordination of the schools and community based programmes and associated activities such as: planning, schedules, arranging meetings, communicating with partners / young people, risk assessment plans, organising refreshments, RSVPs & guest list co-ordination.
- Support the co-ordination of the programme and associated activities such as uploading information onto Artifax, timetabling rooms and coordinate the booking process for all casual Youth Support Workers
- Assist with recruitment onto programmes and inform current participants of opportunities
- Support the coordination and administration of programme enrolments
- Support effective communication between project managers, artist-tutors, participants and other Roundhouse departments in particular the Visitor Services and Marketing teams
- To administrate contracts and payments on all activity related to the Youth Policy and Engagement team
- To liaise with the HR department in the administration of freelance and casual contracts and payment of casual workers
- To make all arrangements for workshop delivery such as travel, accommodation and subsistence arrangements as required.
- To support programme evaluation such as gathering and recording quantitative and qualitative data and supporting the Programme Business Manager in preparing information for reporting purposes
- To organise booking of spaces through Artifax.
- To provide general support in the delivery of events, presentations, training sessions and tours.
- Support the induction of new staff and work placement students where relevant
- Copy and distribute project work to young people when necessary
- To support project co-ordinators in obtaining DBS checks for all tutors and keep up to date records in contracts log
- Support the promotion and recruitment of creative programmes through distribution of information, processing applications and liaising with young people and partners.
- Liaising with artist tutors including: general queries, contracts, invoices, technical requirements, space management.
- To be the first point of contact for Artist-Tutors in the absence of a programme manager
- To support the supervision of programmed activities on and off-site and act as a point of contact in the absence of a programme manager
- Support the development of new initiatives and projects
- To support the Head of Youth Strategy in administrating training and development activities for the Youth Policy and Engagement Team.
- Support the development of new initiatives and projects
- To be responsible of the timely processing of casual monthly payroll
- Assist the Education Programme Manager and the Community Participation Manager with the organisation and delivery of the Work Experience Programme, Education Network meetings and Community Network meetings

## **General**

- Attend training courses as required, in consultation with the Programmes Business Manager
- To be committed to putting young people at the heart of everything we do
- To promote and comply with current legislation and the Roundhouses policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- To be up to date with safeguarding legislation and knowledgeable about safeguarding young people in the studio spaces
- To be responsible for identifying and undertaking training and personal development to meet business needs.
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the Roundhouse.

## **REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

## **PERSON SPECIFICATION**

### **Essential**

- Experience of working in an administrative role
- Ability to work on your own initiative and as part of a busy team
- Excellent verbal and written communication skills
- Strong organisational and time management skills
- Attention to detail
- Ability to work flexibly between multiple teams
- Good IT skills, including knowledge of Word, Excel and Outlook
- A positive, friendly and professional attitude

### **Desirable**

- Experience of working with young people
- Confident database user

### **Conditions**

Contract	Permanent
Hours	40 hours per week
Annual Leave	The annual leave period runs from April to March and you will be entitled to 25 days holiday (Pro Rata) per year plus Bank Holidays
Notice Period	One month