

SPRINGS

DANCE COMPANY

JOB OPPORTUNITY: Company Administrator

POSITION	Company Administrator
HOURS	15 hours per week (flexible working hours)
CONTRACT	Permanent
SALARY RANGE	£20,111 - £21,840 pa pro rata / £11.05 - £12.00 per hour (depending on experience)
LOCATION	Working from home
RESPONSIBLE TO	Company and Education Manager & Board of Trustees

BACKGROUND

We are a professional dance company, creating dance with heart and soul in theatre, church, school and community settings for more than 40 years.

We make and tour high-quality dance theatre that is relevant and life enhancing for everyone.

Our work has a voice and aims to inspire, move and nourish people.

We nurture and connect people and communities.

We encourage everyone to enjoy dance.

We are actively seeking to build a diverse working culture that is reflective of the society we live and work in.

Schools

We are the UK's leading specialists in cross-curricular Dance and R.E. (Christianity) in schools. Our workshops and interactive performances are providing much needed resources for:

- exciting ways for children and staff to engage with R.E. (Christianity)
- children to access education in other ways than at a desk
- physical movement, creativity and self-expression for children

Theatres, Arts Centres, Community Spaces and Libraries

In theatres and the wider arts world, we:

- create imaginative, inspirational and collaborative dance theatre
- have a particular love of bringing alive books and poems through dance for all the generations to enjoy together

Churches

Springs was formed in 1979 as a company that explored Christian worship and dance. In churches today we:

- express faith in a fresh and different way
- help churches connect with their local community
- connect, nurture and encourage people with a passion for dance
- provide opportunities and training for people to combine their faith with dance

Please visit our web site for further details about all aspects of our work -

www.SpringsDanceCompany.org.uk

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info@springsdancecompany.org.uk | www.springsdancecompany.org.uk

Springs Dance Company is a Company Limited by Guarantee, Registered in England and Wales, No. 6371136. Registered Charity No. 1136487. Registered Office Address: Whitehill Business Services, 3C Hopewell House, Whitehill Ind Estate, Whitehill Lane, Royal Wootton Bassett, SN4 7DB. Patrons: Jeremy Begbie, David Bintley CBE, Steve Chalke MBE, John Drane, Roger & Faith Forster, Candida Hadler, Pam Howard MBE, Michael Nazir-Ali, Robert Penman, Judith & Geoffrey Stevenson.

THE ROLE

The Board is looking for one exceptional and experienced individual to become a core member of the team.

The Company Administrator fills a core role and supports the Artistic Director and Company and Education Manager in the running of the Company. The Company Administrator is responsible for the smooth operating of the Company's activities. They also play a vital part in coordinating the dancers, scheduling, responding to enquiries, helping manage Company tours, fundraising and for publicity. This is a fantastic opportunity for someone with excellent communication and organisational skills to join a small but dedicated office team, working for a very well-established organisation with a large output.

The role is offered part time employed for 15 hours per week. Working hours would be flexible, however 80% of the work would need to take place during normal office hours. This role would be working from home, although the office team try to work together monthly in Central London. Due to remote working, the applicant must have access to strong Wi-Fi and phone network when working.

We are actively seeking to build a diverse working culture that is reflective of the society we live and work in, so we encourage applications from under-represented communities and groups.

RESPONSIBILITIES

- To assist the Tour Coordinator and Company and Education Manager to contract, book and manage tours by the Company
- To coordinate the Company's day-to-day affairs, including personnel and space (and clothing and stationary orders)
- To assist the Company and Education Manager in coordinating and organising recruitment, including auditions
- To update the web site
- To promote and manage the Summer Intensive and Open Workshops, including budget
- To line manage interns and work placement students
- To create new opportunities for Springs Dance Company
- To develop and implement publicity for tours and other Company activities
- To keep up to date with and pass information to contacts, venues, patrons and sponsors of the Company
- To maintain the database
- To assist the Finance Manager with administrative tasks, including chasing debtors
- To produce, edit, coordinate and mail out newsletters and Company information twice annually
- To help grow and coordinate the Supporters scheme
- To assist the Artistic Director and Company and Education Manager with general administrative tasks and/or delegate to the Intern and/or freelance staff
- To attend and take minutes at Company and Trustee meetings including the AGM

Through everything the Company Administrator does, they should be willing to uphold the excellent reputation of Springs Dance Company and be committed to the aims and policies of the Company.

PERSON SPECIFICATION

Essential

Well-developed communication and inter-personal skills, with a warm and personable manner on the phone, by email and in person
Excellent organisational skills, initiative, drive and commitment
Fast working pace, meticulous eye for detail, delivering required results on time and within budget
Ability to work independently
At least one years' experience in an administrative role
Strong written and spoken English
Proficient in the Microsoft Office Suite
Commitment to working collaboratively within a small team
Practical, and good at problem solving, solutions focused
Supportive of and willing to work under the Company's Christian ethos and charitable objectives.

Preferable

An understanding of good arts practice and of practical issues affecting dance
Knowledge of the dance world, theatre world, formal education sector, and Christian community
Understanding of church organisation and structures across various denominations
An understanding of the educational and arts funding climate
Experience working with a CRM database system

The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is not an exhaustive list of responsibilities of the role and the requirements of the role may change in consultation with the Director and the Board of Trustees.

HOW TO APPLY

Please fill in the Application Form and Monitoring Form.

We are interested in finding the right person for the role who is dedicated and fits the essential person specification, regardless of their education or background in a similar role. Therefore, please use the questions on the form to do this and to demonstrate the qualities, strengths and transferrable skills you would bring to our team.

The monitoring form does not form part of the application and is simply for us to understand where you would have seen the role and how we might be able to do better in ensuring that everyone has fair and equal access to job opportunities with us.

Application Form –

www.springsdancecompany.org.uk/images/downloads/Application_Form_2022.docx

Monitoring Form –

www.springsdancecompany.org.uk/images/downloads/Equal_Opportunities_Form.docx

Deadline – Midnight, Sunday 30th October 2022

Interviews will be held on Zoom during the week commencing 31st October and 7th November 2022.

If you have any questions about the job role or recruitment process, please do not hesitate to contact Eliza Reger (Company and Education Manager) on jobs@springsdancecompany.org.uk