



Hello!

Thanks for your interest in the post of **Administrator**.

Please find enclosed:

- a job description
- person specification
- an equality monitoring form

Your application should be via CV and supporting letter detailing your experience, skills and how you meet the person specification.

Applications should be emailed to: admin@applesandsnakes.org clearly marked with which post you are applying for.

Deadline: Monday 11 June

We can find out more about Apples and Snakes on www.applesandsnakes.org

We also have an exhibition, *35 years: Poetry Pioneers* currently running at Rich Mix until 31 May. This charts our history since we began in 1982 and will give you an overview of the work that we have delivered and the artists that we have supported.

If you have any further questions please feel free to contact us via info@applesandsnakes.org

We look forward to receiving your application.

With best wishes,

Lisa Mead
Artistic Director/CEO



35 YEARS
POETRY
PIONEERS

Apples and Snakes Administrator - Job Description

Line Manager: Head of Administration & Finance
Also reports to Senior Management Team (SMT)

Summary

Apples and Snakes is a small national arts organisation and charity, core funded by Arts Council England. Our London office is based at The Albany in Deptford and we have additional staff in Stockton on Tees, Southampton, Birmingham and Devon. We are also a founding member of the Free Word Centre in Farringdon.

Brilliantly organised, efficient and effective, the Company Administrator works across the organisation to ensure the smooth running of activities, making sure that the organisation's programme is supported across the country. They will also act as the office manager for the Albany office, alongside supporting the national team.

A varied role, the postholder will work across administration, programme, and communications.

Administration

- To be the first point of contact for all Apples & Snakes enquiries, answering the phone, and dealing with all general incoming email enquiries.
- Post: To deal with incoming postal enquiries, ensure that post leaves at the end of each day, and book parcel collections & deliveries.
- To be responsible for the smooth running of Apples & Snakes offices ensuring that office systems are maintained, for example email, internet, photocopier, franking machine, telephone system, fax machine, stationary stock
- To maintain and develop filing systems (both paper-based and electronic).
- To maintain and administer our database and advise all staff on its proper use as part of the induction process.
- To be responsible for office housekeeping, liaising with our London office landlords as required.
- To undertake quarterly risk assessments of all offices and make recommendations to the Head of Administration and Finance, suggesting improvements to and implementing health and safety requirements.
- To manage all room bookings with Free Word and ensure we do not exceed our room credits allocation.
- To coordinate DBS checks for all personnel; and maintenance of records and renewals. (Training provided)
- To provide an induction for all new staff in the basic administrative systems and procedures.
- To arrange Board meetings and staff away days in consultation with senior staff (including room booking and catering)

Programme

- To act as a central point of information for the company, creating shared systems for information, supporting with contracting and general administration tasks eg. booking travel and accommodation, planning, schedules, arranging meetings, communicating with partners, risk assessment plans, organising refreshments, RSVPs & guest list coordination.
- To support programme evaluation such as gathering and recording quantitative and qualitative data and supporting the Producing team.
- To administer the Book a Poet Scheme including organising invoices to be sent to bookers and liaising with artists to ensure they know where they need to go and how and when to get there.
- Manage the weekly staff meeting process taking minutes as required.
- To administrate the volunteer programme.
- To maintain and update the Spoken Word Archive website (training provided)

Communications

- Working closely with all producers to ensure a good flow of information throughout the organisation (including ensuring that all event information and details for all regions is shared across the organisation).
- To be responsible for the creation and distribution of the online artists opportunities newsletter each month.
- Support effective communication between producers, artists participants and other departments.

General

- To be trained as a first-aider in the London Office
- To attend all staff meetings as required
- To undertake any training considered necessary by SMT
- To participate in the process of continuous evaluation of the organisation's effectiveness in fulfilling its aims and objectives
- To comply in all areas of work with Apples & Snakes' Equal Opportunities Policy
- To carry out other such duties as may be required by the Leadership Team
- To represent Apples & Snakes externally
- To promote, participate in and contribute in all reasonable ways to the overall aims and objectives of Apples & Snakes
- To ensure legacy of knowledge by appropriate filing, archiving, record-keeping and reporting

Salary: £21,000GBP

Based at The Albany, Douglas Way, Deptford, London SE8 4AG

Core office hours: Monday to Friday 10AM - 6PM

35 hours per work (exclusive of breaks)

30 days annual leave plus bank holidays.

The nature of this post will require occasional travel across the UK and some evening working, for which Time Off In Lieu (TOIL) can be taken.

Apples and Snakes provide a statutory work based pension scheme through Aviva. All eligible employees are automatically enrolled in the pension after the first three months of employment and further information about the scheme will be provided at that time.

HOW TO APPLY

Send CV and Cover Letter detailing experience and how you meet the person specification to Maeve O'Neill: admin@applesandsnakes.org

Person Specification

Requirements	Essential	Desirable
Education & Experience	<p>Excellent levels of literacy.</p> <p>Experience (voluntary or paid) of working in an office environment and being part of a team.</p> <p>Exceptional organisational skills including strong time management, a high level of accuracy and attention to detail and an ability to prioritise tasks effectively.</p> <p>Excellent IT skills including Microsoft office, file sharing apps and web.</p>	<p>Knowledge of / interest in the spoken word scene and the arts in general.</p> <p>Experience of using a database.</p>
Key Competencies	<p>Excellent written and verbal communication skills including telephone, email etc.</p> <p>Problem solving.</p> <p>Proactive and able to use initiative.</p> <p>Planning and organising.</p> <p>Ability to multi-task.</p> <p>Ability to prioritise.</p> <p>Teamwork and adaptability.</p> <p>Common sense.</p> <p>Flexibility.</p> <p>Able to work in fast paced environment.</p>	Sense of humour
Other	<p>Willingness to travel nationally.</p> <p>Occasional evening and weekend work required.</p>	