



***Are you someone who loves a challenge,  
enjoys variety in your work, and thrives on helping others?  
Are you known as someone who 'goes the extra mile'?  
Does the idea of having a job where you can make a  
difference within our community appeal to you?***

If you've answered 'yes' to these questions, then we have just the job for you!

The Newbiggin Arts Centre (NAC) is a fast-growing and dynamic charity that is all about providing arts and tuition to the community. We are wholly run by Volunteers where supporting and improving the well-being of our community is at the root of everything we do.

The role of Administration Officer is new, and thereby, provides a unique opportunity to 'make the job your own'. You will be working in an environment that is challenging, but hugely rewarding, and by bringing your administrative experience and skills to this role, you will make a real difference to the work we do and the impact we have.

If you enjoy variety in your work, this role provides it - in spades!. You would be working with the Trustee of Administration in developing and managing new systems and processes to ensure NAC is run efficiently and effectively. As well, you would be responsible for overseeing the day-to-day operation of the organisation which involves a range of duties - everything from dealing with our tutors and participants, taking meeting minutes, managing the class registration process, updating databases, and even helping in marketing, IT, social media, etc. For example (more details are found in the role profile):

**Office administration** - taking and distributing minutes, managing databases and filing systems, utilisation of the centres, etc.

**Class and club support** - managing the registration process, creating and managing waiting lists for classes, ensuring cover for classes and studio opening hours, etc.

**Building maintenance** - ensuring a clean, tidy, and safety-hazard free environment, ordering and managing our art materials, etc.

**Communication** - helping to create and manage our means of communicating with our stakeholders via IT, social media, etc.

We have a diversity of stakeholders: Trustees, Volunteers, participants, tutors, suppliers, etc., which means you would need to have excellent communication and interpersonal skills.

In addition, when running a charity where resources (material and people) can be limited, strong problem-solving, organisational skills and the ability to multi-task are definitely a must.

As a charity, our success has been due to our Volunteers 'going the extra mile'; often taking on tasks that are unfamiliar to them or that fall outside of their prescribed responsibilities.

Thereby, this role would appeal to you if you are proactive and are also willing to 'go the extra mile' when needed.

As an organisation, we take pride in demonstrating the ethos and values of NAC - treating people with dignity and respect and promoting the principles of fairness and equality in everything we do. If we sound like the type of organisation you would like to work for, we would love to hear from you!

### **What you need to know**

- This is a 25 hours a week role with the days and hours to be determined and agreed based on the organisational and role-holder's needs—it will most likely include some weekend work.
- This is a three-year fixed term contract with a six-month probationary period.
- The salary range is from £18,000 to £20,000 based on experience and skills.
- We offer 28 days annual leave, including bank and public holidays.
- This role will report to the Deputy Chair - Administration Trustee, but will also provide support to the Chair, Board of Trustees, and Volunteers as required.

### **What you need to do**

Please send us your CV and cover letter to Steve Wilkinson, Chair of Board of Trustees at: [steve@newbigginartscentre.org](mailto:steve@newbigginartscentre.org) by noon, 3<sup>rd</sup> May 2024.

You can expect to hear back from us in the week beginning 6<sup>th</sup> May.

Check out website [www.newbigginartscentre.org](http://www.newbigginartscentre.org) for more information about us as an organisation.

Further details about the role are given at:

<https://newbigginartscentre.org/wp-content/uploads/2024/04/Administration-Officer-Role-Profile.pdf>

If you have any questions, please don't hesitate to email us at:

[steve@newbigginartscentre.org](mailto:steve@newbigginartscentre.org)

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