



**Information for candidates
interested in the role of Administrator (Maternity cover)**

Parents & Carers In Performing Arts (PiPA)

Introduction

This is an exciting time to be joining Parents & Carers In Performing Arts, an organisation committed to research, campaigning and the promotion and implementation of best practice within the performing arts industry in support of the needs of the parent and carer workforce.

Originally set up as an informal consortium of 18 performing arts organisations in 2016, PiPA has now established itself as a not-for-profit Limited Company supported by nearly 50 key partner organisations, including unions, employers bodies and charities, as well as individual venues and companies working across Dance, Music, Opera and Theatre. There is also now a growing appetite for PiPA's work within the commercial sector.

PiPA enjoys a high profile in industry press and media, with the Joint Directors appearing in the Stage 100 most influential people working within the performing arts for a third successive year.

PiPA has recently published a new Business Development Strategy and is currently in discussions with key funders about supporting the growth of the organisation over the next five years.

Our vision

A performing arts sector that is effectively inclusive of the parent and carer workforce.

Our mission

To promote best practice employment and support parents and carers in the performing arts sector, through data collection, research, lobbying and working collaboratively with partners to implement the PiPA Best Practice Charter and strategies for change.

Application Process

To apply please send us a copy of your CV together with a letter stating how you meet the criteria set out in the Job Description below.

We actively encourage BAME and disabled applicants as well as those with caring responsibilities.

To arrange an informal discussion please contact Anna Ehnold-Danailov at pipacampaign@gmail.com

Applications should be sent to pipacampaign@gmail.com

Closing Date: 4th February 2019 (Noon)

Interviews: 11th February 2019

JOB DESCRIPTION

Administrator (Maternity Cover)

Role: Administrator

Salary: £24,000 pro rata

Hours: 10 hours per week (flexible)

Job Overview

The Administrator is a highly valued and crucial role within the PiPA team and is key to ensuring the smooth operation of all PiPA activities and relationships with partner organisations.

The post holder will provide administrative, organisational and financial management support to the joint Executive Directors and will be required to attend quarterly Board meetings at a central London location.

This role is primarily home based, however the post holder will be required to attend quarterly Board meetings at a central London venue and other meetings events periodically.

Responsibilities and Duties

- Organising company meetings including booking meeting spaces and venues, sending meeting invitations, scheduling conference calls and minute taking
- Maintaining online office systems, CRM database, record keeping & mailing lists;
- Liaising with our Accountant regarding invoices and purchase orders and payment schedules and maintaining financial spreadsheets
- Preparing Board Papers and taking minutes
- Providing a point of contact for all internal and external enquiries
- Supporting the organisation and management of company events
- General administrative assistance

- Proofreading, formatting and reviewing documents
- Maintain press records
- To support with internal communications

Skills and Attributes

The successful candidate will be able to demonstrate:

- A proven track record in administration
- Strong communication skills with a high standard of written and verbal English.
- Excellent people and relationship building skills, with the ability to operate successfully with people at all levels.
- Flexibility and adaptability, with the capacity to work under pressure and manage a busy and varied workload
- Excellent organisation skills and able to manage numerous projects at once
- Strong team player
- Self motivated with excellent time management skills
- Excellent knowledge of Microsoft Office products and Cloud filing
- Accuracy and attention to detail
- Experience of managing financial systems desirable.