



**4<sup>th</sup> August 2017**

**Administration and Schools Coordinator**

Thank you for your interest in the post of Administration and Schools Co-ordinator with Imagine. The role is essential to the smooth and effective running of our busy office as we deliver our year round programme of artist and schools development programmes and the annual Edinburgh International Children's Festival.

We're looking for someone who excels at administration and enjoys supporting a team with their admin needs. There will be a fair amount of office management as part of the role and some financial administration. You don't have to have experience in all of these areas, but you need to be the sort of person that is happy to learn and is flexible in their approach to their work.

The Schools Coordinator part of the role is essential to making sure that the thousands of school children who attend the Edinburgh International Children's Festival each year get the right seats for the right show on the right day. The role involves selling directly to schools so you need to be confident on the phone and show a high level of customer service.

Imagine is a small team with a high output of projects, so you'll need to enjoy being part of a hard-working team and have the initiative to work on your own when necessary. You need to be the sort of person who is naturally organised and enjoy helping and supporting other people.

If this sounds like the job for you, please read the application pack carefully, download the application form and send us your application by 12 noon on Monday September 4<sup>th</sup> 2017. Interviews will be held in Edinburgh on 13 September 2017.

Kind regards,

**Paul Fitzpatrick**  
**Chief Executive**

**Promoting theatre and dance for children and young people.**

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## ADMINISTRATION AND SCHOOLS COORDINATOR JOB DESCRIPTION

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<b>Job title:</b>	Administration and Schools Coordinator
<b>Reports to:</b>	Chief Executive
<b>Terms of employment:</b>	Full time, permanent position
<b>Salary:</b>	£19,500 p.a. (plus 5% employer contribution to pension)
<b>Hours of work:</b>	Imagine's normal office hours are 9am - 5pm, Monday to Friday plus evening and weekend work when required
<b>Location:</b>	The post will be based in Imagine's office at 30B Grindlay Street, Edinburgh, EH3 9AX
<b>Holiday:</b>	20 days per annum, plus 12 public holidays
<b>Probationary period:</b>	3 months
<b>Notice period:</b>	1 month
<b>References:</b>	All offers of employment are subject to the receipt of satisfactory references

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### PRIMARY PURPOSE

To provide operational and administrative support for the organisation as well as booking, administration, planning and support for schools and group visits to Imagine events.

### Key Tasks and Responsibilities

#### Administration

- Manage the day to day running of office systems, equipment and resources, ensuring compliance with health and safety
- Maintain and monitor the company calendar (including scheduling events, meetings, planning cycles, funding application cycles, staff leave and staff cover)
- Answer general phone and email enquiries
- Administration of funding applications and current funding
- Maintain up to date information regarding projects and provide information as requested
- Update and maintain databases. Prepare and administer mail outs in conjunction with the Head of Marketing and Communications
- IT support for staff / liaison with external IT support providers

- Ensure adequate insurance cover for all activities
- Coordinate staff annual leave
- Support the Board of Directors by arranging meetings, circulating papers and other relevant information and taking minutes
- Monitor and implement the organisation's environmental policy
- Ensure office is tidy, well-stocked and organised
- Other administrative duties when necessary

## **Finance**

- Support all areas of financial management
- Liaise with book-keeper to ensure accurate records are kept and all accounts are up to date
- Provide credit control support by ensuring customer invoices due are paid and all supplier accounts are settled on time
- Support the preparation of annual audited accounts in conjunction with the organisation's accountants
- Maintain income and expenditure systems and processes; preparing cheques, credit card and petty cash control.
- Produce monthly financial reports
- Assist with the preparation of quarterly VAT returns
- Support the Chief Executive and other team members in producing accurate financial reports and annual accounts

## **Schools**

- In conjunction with the management team, develop relationships with teachers and other educational bodies to encourage children to attend performing arts events
- Operate the schools booking system for Imagine events, principally based around the organisations yearly festival
- Sell Festival shows directly to schools
- Coordinate all logistical elements surrounding schools participation with Imagine events
- Support the processing invoices relating to school's bookings
- Ensure schools pay for their tickets on time
- Gather and collate schools' feedback, keep records and analysis of data

## **PERSON SPECIFICATION**

The successful candidate will have good experience in administration and/or financial administration. Some experience or training in the following areas would be an advantage:

- Office administration
- Financial systems/procedures
- IT and communication systems

Training will be provided if candidates are unfamiliar with specific software packages.

**Essential:**

- Ability to work effectively within a team and on own initiative
- Good working knowledge of Microsoft Office
- Ability to plan and meet deadlines
- Organised approach to work and attention to detail
- Effective communication and interpersonal skills
- Professional, friendly manner and a can-do attitude
- Confident in sales particularly on the telephone
- All applicants must have the legal right to work in the UK
- Maintaining and updating processes and systems

**Desirable:**

- Knowledge of IT systems
- Financial administration experience
- Knowledge of Xero Accounting
- An interest in the performing arts for children and young people
- Experience of working in a festival environment

**How to Apply**

Now you have read the job description, you meet all of the essential criteria, and you feel that the job is right for you:

[Download the application form as a word document](#)

Remember – the closing date is Monday 4<sup>th</sup> September at 12 noon. Applications received after this date cannot be considered. Interviews will take place in Edinburgh on 13th September 2017.

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the position. Please read these notes carefully and if you have any questions, or would like an informal chat about the position, please contact Paul Fitzpatrick, Chief Executive, on 0131 225 8050 or [paul@imagine.org.uk](mailto:paul@imagine.org.uk)

**FILLING IN THE APPLICATION FORM**

We do not accept CVs or resumes, so make sure everything you need to tell us is covered in the application form. You will be assessed purely on the application form, so answer every section. The purpose and main duties of the position are set out in the job description. The knowledge, experience, skills and attributes we are looking for in the successful candidate are detailed in the person specification. It is important to read carefully all of the information in the application pack before completing the form.

**EQUAL OPPORTUNITIES MONITORING**

After you have submitted your application you will be asked to complete an Equal Opportunities Monitoring Form. This information is for our information only and is anonymous.

## **SUPPORTING STATEMENT**

**This is the most important part of your application.** In your supporting statement we have asked you to answer three questions based on your experience. It is important that you back up every statement with evidence from your experience or training.

- Think about what evidence you can provide to demonstrate you have the necessary skills and attributes to do the job. It is not sufficient merely to state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- Make your case for why you wish to apply for the job and what makes you a suitable applicant.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application.
- Do not forget to proof read your application and check for any errors before returning it to us

Please return your application to by email to:

[applications@imagine.org.uk](mailto:applications@imagine.org.uk)

Applications must reach us before 12 noon on Monday 4<sup>th</sup> September. Applications received after the closing date will not be considered. Once you have submitted your application please fill in our short Equal Opportunities monitoring survey.

## **INVITES TO INTERVIEW**

Shortlisting will take place as soon as possible after the closing date and will always be carried out by at least two people. If you are shortlisted, we will normally contact you by email to invite you to interview. Interviews will take place on 13th September. If you are not shortlisted we will endeavour to contact you by email to let you know that your application hasn't been successful. Due to the high volume of applications expected we will not give specific feedback on why applicants were not invited to interview. All offers of employment at Imagine are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

## **DATA PROTECTION ACT, 1998**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Imagine's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.