**Administration Assistant**

**JOB TITLE:** Administration Assistant

**TIMING:** This role is a fixed term 12-month contract, comprising 48 days (4 days per month) betweenMarch 2022 and February 23

**LOCATION:** Moving Memory’s office in Faversham, Kent and remotely, as agreed.

**REMUNERATION:** £90 per day (7.5 hours @ £12 per hour) paid monthly at the end of each month

**REPORTING TO:** Development Director (who works remotely)

**RESPONSIBLE FOR:** There are no line management responsibilities

**JOB PURPOSE**

The key purpose of the role is to provide administrative support to the Development Director in the efficient maintenance of organisational systems and activities.

**BACKGROUND**

Moving Memory Dance Theatre is an innovative, collaborative & inclusive physical performance company which has been performing in public spaces, town centres, festivals and theatres for over 10 years. The work we produce, and the way it is produced, challenges ageist attitudes. We are currently investing in the development of our unique participatory practice, Moving Well. Designed to be used with a wide range of groups, Moving Well encourages creativity, collaboration and movement, leading to a renewed sense of self, identity and agency in participants. This is a new role and the Administration Assistant will be joining the team at an important stage of the organisation’s development.

**MAIN DUTIES AND RESPONSIBILITIES**

Duties include:

* Dealing with routine enquiries, checking post and email inbox, and ensuring appropriate member of staff has followed up with actions.
* Keeping all systems updated and accurate.
* Sending and collecting forms and feedback from activity participants.
* Checking social media and engaging where appropriate. Planning new posts in consultation with Development Director.
* Working with the Development Director on basic financial routines and fundraising activities
* Any other duties as required by the Development Director

**OTHER**

* Maintain a confidential and discrete approach to sensitive personal and organisational information.
* Contribute positively to an organisational culture of equality and demonstrate a commitment diversity, inclusion.
* Act within our stated values and comply with our policies and procedures.
* Represent the organisation in a positive manner.
* A flexible approach is required for the role, as additional duties commensurate with the role may occur from time to time.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | European Computer Driving Licence |
| **Experience** |  | Working with the general public.  Working in an office environment.  Managing social media accounts. |
| **Knowledge** | Confident working online with cloud-based systems including Google Workspace, Dropbox, Zoom and Microsoft Office 365.  Confident using Microsoft Word and Excel.  Confident and able to quickly learn new IT skills and software packages. |  |
| **Skills** | Ability to prioritise and manage time effectively.  Excellent verbal and written communication skills. | Ability to manipulate and share images and video. |
| **Personal Attributes** | Respectful of other people.  Polite, tactful & thoughtful of others.  Curious & keen to learn.  Resourceful.  Self-motivated.  Flexible. |  |
| **Other** | A commitment to equality, diversity and inclusion | Understanding of ageism as defined by the WHO – “the stereotypes (how we think), prejudice (how we feel) and discrimination (how we act) towards others or oneself based on age.” |