



Job Description: Company Administrator

Job Title:	Company Administrator
Reports to:	CEO/Artistic Director
Salary:	Band D, £24,294 - £25,545 (0.6 Pro rata)
Hours:	24 (the equivalent of 3 days a week).
Place Of Work:	Ashton Old Baths, Stamford Street West, Ashton-under-Lyne, OL6 7FW
Benefits:	Flexible working hours, a 7% employer pension contribution, training and development opportunities.

Introduction

Made By Mortals are looking for a friendly, organised and diligent individual to help us with the operational aspects of our work. We're looking for someone with extremely good communication skills and the ambition to work on projects that help improve the lives of people in our community.

Made By Mortals projects make a difference to real people who experience a range of health and social inequalities. They empower marginalised people and the systems that support them, to become healthier and happier.

We're looking for a Company Administrator to be at the heart of our creative community, who will use their skills and expertise to develop and maintain efficient systems to support the people-powered audio, film, music and theatre we make.

Made By Mortals - Bringing Lived Experience To Life

"Unique in its ability to transport us into other people's lives," Made By Mortals is a not-for-profit based in Tameside, Greater Manchester, that 'bring lived experience to life' through immersive audio stories, films, theatre, music and interactive workshops. We

do this in collaboration with world class professional artists, University researchers, health and care partners and a wonderful mix of community participants.

We use participatory arts and co-production to bring people together from diverse communities in Greater Manchester and the UK. Thanks to their willingness to share their incredible lived experience and imaginations, we create fictional stories and characters to vividly highlight health and social care issues.

Our productions are built on unique experiences and perspectives, create positive social impact and connect deeply with worldwide audiences. Our art doesn't end with the final curtain call; it leaves a profound and lasting legacy.

Made By Mortals also produce the award winning kids podcast, 'Armchair Adventures'.

Main Objectives Of The Post

Made By Mortals are in an exciting period of growth as we begin several new projects with University research teams and healthcare partners, launch a new immersive training offer and produce Season 5 of our award-winning kids podcast, 'Armchair Adventures.'

This work will continue to develop Made By Mortals' rich bank of lived experience insight on a range of health care topics, and in doing so influence change in public services, educate future generations and make a real difference.

To help achieve this, we're looking to appoint a Company Administrator who will be responsible for the operational aspects of Made By Mortals work. The role will include liaising with a diverse range of participants, contracting artists and venues, communicating with a range of stakeholders, financial administration, maintaining records and databases, fundraising support and other operational and administrative tasks.

Key Responsibilities

Organisational Responsibilities:

- Chairing Monday team meetings.

- Maintaining engagement stats for workshops, events and performances.
- Managing petty cash & receipts.
- Invoicing.
- Working with MBM's Relationship Manager & CEO to maintain database/CRM system of organisational contacts.
- Responding to customer enquiries.
- General admin support and maintaining effective filing systems.
- Taking minutes in team and project meetings.
- Ordering office stationery, ink, printing, postage etc.
- Admin support on funding applications.

Community Groups:

- Booking Guide Bridge Theatre and/or any other venues for community group activity.
- Supporting facilitators and participants during core group sessions.
- Updating weekly community group schedule and informing the team of any changes.
- Co-ordinating community lunches.
- Managing refreshments for workshops.
- Weekly reminder phone calls/texts to participants.
- Creating, printing and distributing schedules for participants.
- Creating, printing and distributing directions for core group participants for sessions at other locations.
- Maintaining weekly groups registers.

Project Specific:

- Booking Guide Bridge Theatre and other venues for recording, workshops and/or performances (in person and digital).
- Finding, contracting and managing artists.
- Managing refreshments for workshops.
- Communicating to participants (eg. before a workshop/event).
- Creating, printing and distributing schedules for participants.

- Creating, printing and distributing venue directions for participants.
 - Sourcing & purchasing project incidentals, for example shopping vouchers to recognise participant contributions.
 - Following up with participants after the project is complete.
 - Maintaining registers/engagement stats.
 - Supporting with recruiting audiences for events.
 - Admin support for the Armchair Adventures outreach, for example schools and library work.
 - Admin support for immersive training and events projects.
 - Admin support for research projects.
 - Admin support in the project monitoring and evaluation process.
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The Person

We're looking for a friendly, organised and diligent person who:

- has excellent organisational and communication skills.
- has an open attitude and flexible approach.
- is a natural team player.
- is fun and friendly and willing to put things right over a brew...!

Experience, Knowledge & Skills:

- Experience in a company administrator role - preferably within the arts, health and care and/or events sector.
- Excellent written and verbal communication skills.
- Excellent IT skills including spreadsheets and database management.
- Organisational skills, with a good eye for detail.
- Interest and enthusiasm of Made By Mortals' work and the people we work with.
- The ability to work independently and as part of a team.
- Ability to manage own workload and to work to deadlines
- Knowledge of and interest in the arts.

Inclusivity & Diversity:

Made By Mortals is an inclusive organisation where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our workforce to be representative of the audiences, organisations and communities we work with.

It is our policy that all employees receive equal treatment irrespective of gender, race, disability, sexual orientation, religion or belief or age.

How To Apply:

To apply for this role, please send the following documents by Friday 18th October 2024 to tess@madebymortals.org stating the Job Title in the subject header. Interviews will be held on Thursday 31st October, 2024.

- A covering letter no more than two sides of A4 explaining:
 - What attracts you to this role;
 - Your ability to meet the criteria outlined in the person specification;
 - Your operational/administrative experience in previous employment
- A CV
- Equal Opportunities Monitoring Form
- Details of 2 References

If you would like more information or to chat informally about the role, please contact Tess at the above email address or call 0161 804 2078.

Thank you for your interest in this role!