

Job description



Job title: Part-time Administration Assistant

Reports to: Director of Operations & Board of Trustees

Staff reporting to postholder: None

Location: London (must be able to work from home, plus attend some meetings in Central London)

Duration & hours: Part time fixed term contract, 16-20 hours per week (can negotiate – minimum 16 hours) from September 2024 to September 2025 (with the possibility of extension)

Remuneration: £13.15 per hour London Living Wage (PAYE)

Annual leave: 22 days per annum (pro rata), plus bank holidays – increasing every one year of employment

The National Youth Arts Trust is a small performing arts charity that exists to widen access to the performing arts for young people from disadvantaged backgrounds - through giving bursaries for music, dance, and drama lessons, running youth theatre projects, and taking children to the theatre, often for the first time.

The Trust is seeking a part time administration assistant to help support the day-to-day operations of our small and successful charity.

We are looking for an enthusiastic, organised, and confident individual, who can help scale up our work nationwide, support our Director of Operations in the day-to-day management of the Trust, and assist in fulfilling the trustee's strategic plans for 2024-25. It is an essential role for this charity and offers a unique opportunity to be involved and have influence on a growing arts organisation with a strong board, a fantastic patron list and national ambitions.

The ideal candidate is an excellent communicator, who would like to build on their administration experience in the third sector and arts industry and is passionate about equal opportunity in the performing arts.

We are looking for a creative thinker, who takes initiative, is self-motivated and is looking for a varied role within a small but ambitious charity.

Purpose of the role

- Administratively support the National Youth Arts Trust to achieve its charitable objectives
- Support the effective operation of the Board of Trustees
- Support the Director of Operations in the day-to-day management of the Trust

Principal tasks

Admin

- Assist with our quarterly board meetings: including date liaison, minute taking, arranging key papers and regular communication with the Board of Trustees
- Help manage the charity's emails, respond to general enquires and provide excellent customer care in dealings with the public
- Help maintain our new Donorfy database and keep our contacts list up to date
- Follow guidelines, procedures and policies provided by the National Youth Arts Trust, including our safeguarding, data protection, health and safety and equal opportunities policy
- Keep up to date on the latest training and development opportunities in the arts and charity sectors and undertake any training or mentoring as required for the role
- Attend meetings with stakeholders and supporters
- Work within agreed budgets where applicable
- Any other administrative duties as reasonably required by the role.

Fundraising

- Maintain and develop our fundraising databases and mailing lists and assist with donor management
- Help in the planning, execution and follow up of fundraising events, including managing guest lists
- Assist in research and writing of Trust & Foundation funding applications and corporate sponsorship proposals.

Supporter care

- Liaise with a range of stakeholders including principal supporters as directed by the DOO.
- Ensure all donors – both online, postal and in person, are properly thanked
- Ensure all new donors complete gift aid declarations where appropriate
- Represent NYAT at relevant events and be a positive advocate for the work of the National Youth Arts Trust
- Maintain an awareness of privacy/confidentiality as far as high-profile patrons and stakeholders are concerned.

Communications

- Develop new ideas and ways of raising the charity's profile
- Help develop and execute our PR and marketing campaign timeline, alongside the DOO and our social media manager

NATIONAL YOUTH ARTS TRUST

Registered with the Charity Commission In England
as a Charitable Incorporated Organisation, Registered No. 115236
Principal Office: c/o The Furniture Practice, 31 Pear Tree Street, London, EC1V 3AG
Web site: www.nationalyouthartstrust.org.uk Tel: 07891835589

- Identifying ways to increase media coverage and publicity of our charitable activities and fundraising events
- Develop plans to reach specific audiences according to each charitable project
- Stay informed about current performing arts events and news, with particular interest in our cause area
- Support with social media and the charity's online presence (helping to update the website, news feed and blog)
- Develop and maintain good relationships with external partners (such as theatres, schools, colleges, and other organisations) and with our beneficiaries.

Programme support

- Help with admin related to our bursary scheme
- Help evaluate our projects, including the evaluations of participant questionnaires
- Help with prep of youth theatre admin, including keeping track of membership payments and that each project has enough resources
- Research theatre trip opportunities and liaise with teachers / group leaders where appropriate
- Research and arrange youth theatre outreach workshops and masterclasses
- Research funding / partnership opportunities for new and existing projects
- Keep accurate records of project participant statistics and feedback.

This job description is not exhaustive, and the post holder may be required to undertake other such duties from time to time.

The role will require the successful candidate to complete an enhanced Disclosure & Barring Service check.

Personal skills and attributes

The ideal candidate:

Essential

- ✓ Has excellent written and verbal communication skills
- ✓ Is self-motivated, with the ability to use own initiative
- ✓ Is proactive, able to work independently, good at planning ahead and managing a varied to-do list
- ✓ Is able to relate to a wide range of people
- ✓ Has excellent organisational skills and attention to detail
- ✓ Has good computer literacy, including knowledge of MS Office and social media platforms
- ✓ Has tact, empathy, and discretion in the handling of sensitive material and confidential information

- ✓ Has a thorough commitment to and knowledge of youth engagement in the performing arts
- ✓ Has some knowledge of the arts and theatre industry and/or education sector
- ✓ Has some administration experience
- ✓ Is willing to undertake some travel (within the UK) to visit projects and events and occasionally work evenings and weekends when required
- ✓ Must be able to work from home, and also travel to Islington for regular meetings

Desirable

- ✓ Has experience of using Donorfy or a similar fundraising database
- ✓ Has some knowledge of the charity sector and fundraising
- ✓ Has some knowledge of marketing and PR techniques
- ✓ Has excellent copywriting and editorial skills
- ✓ Has experience organising fundraising events

To apply, please submit a CV and short covering letter (saved in word or as a pdf) with details of two references to: admin@nationalyouthartstrust.org.uk

If you are happy to do so, please kindly complete an equal opportunity monitoring form (via our website) and submit this alongside your application.

Please contact us if you need the job description in an alternative format or if you need any adjustments if invited to an interview.

NYAT is an equal opportunities employer. We guarantee an interview for applicants with a disability providing they meet the minimum requirements for the post. Charity No: 1152367.

We look forward to hearing from you! Please do not hesitate to contact us if you need any further information. Find out more about our work by visiting our website:

<http://www.nationalyouthartstrust.org.uk/>

- **Closing date for applications is 15th August 2024.**
- **Interviews will be held online in the week after the application deadline.**
- **Start date w/c 1st September 2024 or as soon as possible thereafter.**

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