



JOB DESCRIPTION & PERSON SPECIFICATION

Administration Assistant (HR and Operations) (Part-time six-month post)

The Old Fire Station is a centre for creativity in Oxford housing two organisations: the homelessness charity Crisis and Arts at the Old Fire Station (AOFS). We share our building.

AOFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

At AOFS, we

- produce and present across art forms
- help people to be creative
- support artists
- include people facing tough times because of disadvantage
- work with communities across Oxford

In everything we do, we consider

- facing the climate emergency
- unlearning discrimination
- being human friendly
- experimenting and listening
- building financial resilience

We do this by

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Essential to delivering our shared mission is the participation of Crisis members (homeless people using Crisis' services) in our work.

Organisational Relationship and Accountability:

Line managed by: Bookings and Administration Manager

Works closely with: Deputy Director, Administration Assistant(s) for Bookings and Finance, Finance Manager, Front of House Manager, Facilities Manager and other colleagues in Arts at the Old Fire Station and Crisis.

Salary - £7,858.00 p.a. for 15 hours per week (£19644 full time equivalent)

Budget Responsibility: None

Main duties and responsibilities

Key purpose

To carry out general administrative tasks for the company as part of the Bookings and Administration Team. Specifically, to support the Deputy Director by providing accurate records on Operations, Human Resources and environmental impact. Ensuring accuracy of data at all stages of the process will be key to the success of this position.

Governance

- Support Deputy Director to ensure policies and procedures are current
- Support Deputy Director in maintaining Health and Safety Records
- Support the Deputy Director to gather data and develop the -action plans to improve equity and diversity and face the Climate Emergency

People

- Ensure staff records kept up to date, including up to date contracts
- Log all staff training records and due dates
- Log DBS records
- Support the Deputy Director with recruitment processes and administration
- Supporting Crisis Members as part of our Arts Training Scheme
- Support the training of Office volunteers

Facilities and Building Management

- Assist with setting up and clearing of spaces for events
Support the Deputy Director with accurate and timely contracting of operational suppliers
- Keep track of operations expenditure
- Maintain Assets log
- Ensuring the smooth running of the office with administrative tasks such as filing, cashing up, ordering stationery and note taking
- Support building based procurement through research

General duties

- Work alongside colleagues to ensure all admin functions are covered as required

What we are looking for

Essential – if you have all of these, please apply.

- Working knowledge of Office Administration requirements
- Data Processing
- Excellent ability to put data and information in order
- Excellent IT skills, including knowledge of MS Office (Excel, Word, Outlook,)
- The ability to work under pressure, take instruction from multiple sources, prioritise and use initiative
- Understanding of and commitment to customer care
- Ability to work alongside vulnerable people and artists
- A desire to provide the best level of service to everybody
- A willingness to undertake appropriate training
- Energy and enthusiasm to be a part of a new, unfolding project

Desirable - if you don't have all (or any) of these, don't worry. We can teach you.

- Office administration experience
- A variety of data systems experience
- Improving organisational systems
- Experience of procurement processes (shopping!)
- Working in small team
- Excellent communication skills (verbal and written)
- Interest in the arts

General

- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace.
- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work.
- All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme
- The Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not fully comprehensive or restrictive. This job description will be reviewed with the post holder annually.
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations.
- The post holder will have input into artistic and business planning and strategies, as part of an inclusive practice,
- We are a small team, and all staff are expected to support work across the organisation in a practical way, not just in their own area.

Conditions of service

- 15 hours per week, with a minimum of half a day in the office
- The post is temporary and subject to a three month probationary period.
- There is an annual leave allowance of 25 days (pro rata) plus Bank Holidays, some days need to be taken at specified times during the year.
- Additional work-related travel expenses (not including travel to and from the office) will be payable in line with the relevant conditions and rates agreed.
- Flexible working considered including when and where the work takes place

Webinar Introduction to working at Arts at the Old Fire Station: Thursday 6th May 5.30 to 6.30pm

Application Deadline is: Monday 10th May 2021.

Interviews by Zoom: Tuesday 18th May 2021.

How To Apply:

e-mail recruitment@oldfirestation.org.uk with a covering letter and a CV. Personal information will be redacted before short-listing.

Please fill in the [demographics monitoring form](#) as well. This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination (ie. Racism, disability or class among others)

Have some questions?

There will be a webinar introduction to the Old Fire Station and this job with Old Fire Station staff on Thursday 6th May at 5.30pm, with the opportunity to ask questions. Send an e-mail to Recruitment@oldfirestation.org.uk if you would like to be sent the link to this which will be on Zoom.

Becs Morris; Bookings and Project Manager becs.morris@oldfirestation.org.uk and Becca Vallins Deputy Director becca.vallins@oldfirestation.org.uk are available if you want to discuss the role before applying. You can e-mail your question to us, or ask us to give you a call.

What to include in your covering letter:

Here are some questions that might help you with your covering letter:

- What attracted you to the job. Was it the organisation, or the role itself or some combination of factors?
- How do your interests, knowledge and skills match the job description and person specification?
- If you have been on a course, had some formal education or training that you think is relevant to the post, let us know about it.
- Your CV will cover your work and/or voluntary experience, but it can be helpful in the covering letter to show how you think these experiences would be useful in this role.

If you are invited to interview you will be asked for the following information at this stage:

Two references

How we can help you to feel comfortable at interview (for example do you need level entry to the interview room or prefer a particular pronoun). It is likely that interviews will take place via Zoom (an internet based video conferencing system). We can offer you somewhere with a secure internet connection if you need it.