



## Job Vacancy: Playing Out Company Administrator

<b>Position:</b>	Company Administrator
<b>Accountable to:</b>	Executive Directors
<b>Hours:</b>	22.5hrs per week (0.6)
<b>Salary:</b>	£18-22k pro rata, depending on experience (with generous holiday allowance, plus pension)
<b>Holiday:</b>	6 weeks plus public holidays (pro rata)
<b>Terms:</b>	12 months initially (to be extended dependent on funding)

### About Playing Out

Playing Out is a small, Bristol-based not-for-profit organisation with a national reach. Our vision is that children across the UK are able to play out freely in the streets and open spaces directly outside their own front door – to be healthy, happy and part of their communities.

Playing Out began with a creative action by neighbours on one Bristol street in 2009. We are now a small but influential Community Interest Company, leading a national and international movement for change.

As well as promoting and supporting the resident-led ‘temporary play street’ model – now taken up by over 600 street communities and 60 local authorities across the UK – we work in all kinds of creative ways to shift thinking and policy about children, streets and cities.

### About the Role

This is an exceptional opportunity for someone with a passion for people, systems, and providing administrative support to work within an innovative, change-making organisation punching above its weight.

The Company Administrator will ensure the smooth internal running of Playing Out and through efficient and positive support and administration, enable our small team to bring about the greatest possible impact. Overall, they will provide both stability and energy – ‘holding’ everything we are doing and spotting new opportunities to bring about change.

This role requires a flexible approach; to be willing and able to take on a wide variety of tasks, from ordering stationery to keeping track of our impact, to organising a national conference. We would welcome someone with ambition to grow with the role and take on more responsibility. Administrator. We are based in a shared office space in East Street Bedminster BS3, close to where Playing Out began. We also work with a parent ‘activator’ in Bristol who does freelance support work to help others in the city; and we support other community activists around the UK who are making changes beyond their own streets.



## **Tasks and Responsibilities**

### **General administration**

- Maintaining all internal systems and setting up new ones where needed.
- Acting as 'office manager', ensuring internal communications, calendars, meetings, filing, ordering, postage, travel etc. all happen in an effective, professional and timely way – keeping us organised!
- Providing admin support for external meetings, events and travel
- Ensuring our workplace is professionally managed and a great place to work.
- Organising and minuting monthly team meetings.
- Ensuring HR systems are up to date/compliant and helping with recruitment
- Providing admin and HR paperwork for staff and freelancers.
- Overseeing mailings and deliveries
- General 'mucking in' where needed.

### **Events and projects**

- Helping to organise Playing Out events such as our annual 'Activator Day'
- Supporting Playing Out to deliver projects as needed.

### **IT**

- Ensuring IT systems are all working well, secure and regularly backed up
- Organising or providing IT support for team where needed
- Researching and suggesting new IT systems or software to improve our effectiveness

### **Communications and Website**

- Being 'front of house' for Playing Out, triaging email, phone and Facebook enquiries and making sure they are responded to in a friendly and timely way.
- Having good knowledge of and signposting to sources of support and information
- Logging enquiries and contact details according to our privacy policy



- Updating the Playing Out website, including the online map and local authority directory.
- Keeping written materials updated and organising the design and print of new materials.
- Managing our mailing lists and publishing our monthly blog/newsletter using Wordpress and Mailchimp
- Helping with 'community management' of social media channels
- Providing admin support for press releases and media interest

### **Monitoring and reporting**

- Collecting and collating data required for evaluation and learning, reporting to funders & demonstrating impact.
- Maintaining database of national activity, enquiries, contacts, case studies & media for dissemination of best practice and innovation.
- Putting together a quarterly and end of year internal report
- Providing quantitative and qualitative information on national activity to other members of Playing Out team and partners as required.

### **Finances** (training will be given if needed but experience an advantage)

- Day to day book keeping including processing bills and raising invoices
- Managing payroll and our pension scheme
- Producing quarterly management accounts for the Executive Directors and Board
- Liaising and checking in with the Executive Directors as required

### **Key relationships**

- The Company Administrator is line-managed by Playing Out Executive Directors
- The role works closely with the National Coordinator on maintaining contacts, activity, evaluation and learning logs.
- The role is key to Playing Out and the successful candidate will work with the whole team on relevant pieces of work.



## Person specification

### Essential personal qualities:

- A genuine love of administration, systems and organising
- An 'enabler' who can make things happen smoothly and easily
- An eye for opportunities, connections and ways to increase our impact and effectiveness
- An ability to work both independently and as a team player
- Reliable with a professional attitude to work
- Stickler for detail
- Clear-thinking; pragmatic; solution-oriented and able to manage multiple priorities and deadlines
- A belief in the work we do and the changes we are trying to make

### Essential skills and experience:

- Experience of a similar role within a small organisation
- Ability to set up and manage effective office/admin systems
- Experience of updating websites using Wordpress/CMS
- Experience of book-keeping and financial systems (or a keen willingness to learn)
- Computer literate with good knowledge of Office for Mac including using spreadsheets and database systems
- Effective, accurate written and verbal communication skills
- Familiarity with using social media (ideally in a professional role)
- Experience of dealing with enquiries from a range of people
- Event/project management experience

### Desirable:

- Experience of working within a small creative or change-making organisation or company
- Experience of working closely with Directors or a Board
- Experience of managing or supporting volunteers



## Time Frame

Application deadline: 9am, Monday 9<sup>th</sup> July 2018  
Shortlist contacted: Thursday 12<sup>th</sup> July 2018  
Interviews: Monday 16<sup>th</sup> July 2018  
Start date: ASAP

## Application Process

Please read these notes carefully before completing your application form. They are intended to help you provide us with all the information we need to help us understand how you meet the requirements of the role.

### *Job Description and Person Specification*

The application pack includes a full job description, which sets out the duties and responsibilities of the post. It is important that you read the job description before completing your application. Consider what evidence you can provide to support your application and demonstrate that you have the knowledge and skills to meet the criteria in the job description.

### *Application Form*

Please do not attach testimonials or CVs. applications must be made via the Application Form (you can download it via the job listing).

Please ensure you have completed the equal opportunities monitoring form, which can also be downloaded from the job listing.

Please email your completed application to [alice@playingout.net](mailto:alice@playingout.net). The closing date for receipt of completed applications is 9am, Monday 9<sup>th</sup> July 2018.

### *Shortlisting and what we're looking for (thanks to Theatre Bristol for this guidance)*

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the qualities, knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don't just tell us you've got great organisational skills; tell us about when and how you've used them.

You might find it easier to use each of the skills we are looking for as a heading and to write a short paragraph about each one. When writing your supporting statement we recommend a word count of around 1000 words.



Shortlisted candidates will be contacted by email on Thursday 12th July and invited to an interview on Monday 16<sup>th</sup> July in Bristol.

If you are not shortlisted we will notify you by e-mail. Unfortunately we do not have capacity to give feedback to people who are not shortlisted for interview.

#### *Interview*

Interview panels vary but interviews are generally conducted by the two Executive Directors, together with someone external with a good knowledge of the role we are looking for.

#### *Offer of Employment*

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

Playing Out is an equal opportunities employer.

We hope you find this information helpful and wish you the best of luck with your application. Please contact [alice@playingout.net](mailto:alice@playingout.net) or phone 0117 9530798 if you have any questions or need help with your application.