



Back to Ours Arts Limited

Company Administrator Recruitment Pack

February 2023





Introduction

Back to Ours Arts Limited is on the hunt for an inquisitive, generous and highly organised Company Administrator with a passion for working with Hull communities.

This role's designed for someone with excellent communication skills who doesn't mind being at a desk, in a car park, at a bus stop or in a council estate. You don't have to have worked in the arts industry, have a degree or have followed a set career path - we want to hear from people who'd like to make a difference.

On a day-to-day basis, you'll be the glue that holds the team together. As the "office oracle", you'll be an excellent record keeper, and amazing organiser, able to support multiple projects and keep the team on track.

At BtOAL we're all involved in making the work we programme come to life, ensuring it reaches the right people. You'll work closely with the Director and Company Manager on every aspect of running a busy Arts Council England National Portfolio Organisation, from processing invoices to handling data, marketing tasks and assisting projects, neighbourhood engagement and everything in between.

You'll have the drive and enthusiasm to make exceptional artistic projects come to life. You enjoy working in a team and are happy to be flexible in your working hours when needed. You might have some experience of working on creative projects in a professional or voluntary role and enjoy working in an office environment/admin capacity as well as outdoors and in venues. You're incredibly organised, creative, and quick to learn and use initiative. You're a regular attender at arts or cultural events and you're passionate about the arts and the role cultural activities play in society and excited about working with artists and within Hull communities.

If that sounds like you, we'd love to hear from you!



About Back to Ours Arts Limited

You might have previously joined us as part of Hull UK City of Culture – Back to Ours then became one of 30 Arts Council-funded CPP's – Creative People and Places projects – across the UK. Interested in what that means? [Click here](#) for more info.

As a CPP, we've been hosted for the past five years by Goodwin Development Trust who've chaired our Steering Group alongside Freedom Festival Arts Trust, Absolutely Cultured and Hull Culture and Leisure.

In October 2022, we received the fantastic news that from April 2023 we'll be welcomed into ACE's National Portfolio. It's amazing to know ACE has every confidence in our work and recognises our ability to contribute to their [Let's Create](#) strategy as a National Portfolio Organisation – the next three years will see us continue to deliver work with people at its heart as Back to Ours Arts Limited, a new charity with Louise Yates BEM as its Director.

At the very core of Back to Ours is people. We want people to take the lead in choosing, creating and taking part in amazing art experiences, as participants, decision-makers, artists, volunteers and, of course, audiences.

We know that cultural experiences have a big impact on local areas, on people and their families. We aim to make a lasting change, increasing the number of people inspired by the arts as well as supporting skills development and growing ambition and creativity in neighbourhoods.

We regularly programme world-class arts events in everyday neighbourhood venues, from church halls and community centres to social clubs and school spaces.



Our Aims

- To deliver outstanding arts and cultural experiences with and for the people of Hull, which are open and welcome to all;
- To support the commissioning, production, creation and touring of new, original and inspirational work;
- To engage local people as audiences, participants, creators and commissioners;
- To bring the arts to life in familiar settings as you've never seen them before;
- To continue working with creative partners across the city;
- To have fun;
- To give people and families of all ages a cracking time.

Back to Ours Arts Limited is a registered charity in England and Wales.

Back to Ours is funded by [Arts Council England](#), Hull City Council, [Esmee Fairburn Foundation](#) and the [National Lottery Community Fund](#).



The Process

We're committed to making the application process accessible to encourage the widest range of applicants.

We're actively seeking applications from those in under-served and under-represented communities and from candidates with a range of lived experiences including (but not exclusively) people from a Black or ethnically diverse background, people from lower socio-economic backgrounds and candidates who identify as disabled.

We'd like our team to reflect the neighbourhoods our work intends to serve and their different lived experiences.

As such, we accept both written and verbal applications in audio or video form. If you have less experience working in organisations like ours but are keen on the role, feel free to contact us in advance for an informal discussion so we can support you to apply in a way which enables you to communicate your abilities and experience to its full potential.

If we've caught your attention and you'd like to know more or have any questions, feel free to contact Company Manager Nesta Nelson to arrange a chat about the role.

E: nesta.nelson@backtoours.co.uk



Person Specification

The Company Administrator will require the following qualities and experience.

Personal qualities

- Resilient and highly organised, able to work under pressure and multitask – set and meet strict deadlines;
- Able to work effectively in a team, whilst also being able to work independently under their own initiative;
- Able to communicate both in written and verbal form with people of all ages and backgrounds;
- Highly attentive to detail, both when checking copy and when dealing with financial processes such as invoices and contracts;
- Able to work flexible hours to meet project requirements;
- Understand the challenges and experiences faced by Hull neighbourhoods;
- Be able to pick up new systems and processes easily, with enthusiasm for learning;
- Ability to problem-solve and think creatively.

Experience and Skills

- Experience of supporting the daily operation of an organisation, including handling enquiries, arranging meetings, taking minutes and maintaining records;
- Experience of supporting the preparation and delivery of events;
- Experience of using social media platforms, websites, and mailing systems such as Mail Chimp;
- Have a good understanding of all Microsoft packages, particularly Word, Outlook, Excel and PowerPoint;
- Experience of processing invoices, using accounting software (we use QuickBooks) and spreadsheets, and otherwise supporting the financial activity of an organisation;
- Experience of collecting and processing data in order to build evaluation reports.

Job Description

Working with The Company Manager & Director and CEO, the Company Administrator will be accountable for the following tasks:

Administration & Finance

- Maintain the daily operation of the team and the Back to Ours office, including handling enquiries, arranging and minuting meetings and maintaining records;
- Keep accurate data monitoring records and input data into reporting systems for funders, independent evaluators, and internal systems;
- Support the administration of financial activity for the project, including logging, processing and coding of invoices and income and raising invoices for donations and grants as necessary;
- Support the Company Manager with managing the Back to Ours Arts Limited Board of Trustees, including taking minutes and booking meeting spaces and refreshments;
- Assist the Back to Ours Producer with administrative tasks relating to the Back to Ours creative programme, such as booking artist travel and accommodation and booking performance space with our network of community venues;
- Any other co-ordination and administration work and duties as required, ensuring effective delivery of all Back to Ours Arts Limited work.

Marketing & Communication

- Working with our Marketing Manager, prepare communication materials, including social media posts and a quarterly Back to Ours newsletter;
- Coordinate the production and distribution of marketing materials (posters and flyers) for Back to Ours events;
- Coordinate mailing lists and contact databases in accordance with GDPR;
- Keep the Back to Ours website up-to-date and assist with engaging audiences through our online platforms.



Evaluation

- Support the evaluation and monitoring of the organisation, including preparing evaluation questions, co-ordinating and collecting evaluation information from events, Hub Members and Participants to feed into reporting, both internally and externally;
- Produce internal evaluation analysis reports for the Back to Ours Arts Limited Board.

Event Support

- Support the delivery of all Back to Ours events, including performances, rehearsals and engagement activity.
- Support volunteer and participant management and assist with other logistical procedures as required.

Terms of Employment

Responsible to: Artistic Director & CEO / Company Manager

Based in: At our offices on the University of Hull Campus / Occasionally at Bransholme Chat, North Point Shopping Centre

Salary range: £21 - £24k depending on experience

Contract: Full-time, 37hrs per week

Working pattern: Flexible working pattern. Usually Mon – Fri. Evening and weekend work will be required during event delivery and TOIL will be given where appropriate.

Length of contract: Currently funded until April 2026.

Notice period: One month on either side, following successful completion of six-month probation.

Hours of work: 37 hours per week, 8 hours per day, worked during usual office hours.

Holiday: 25 days paid holiday per year plus statutory and bank holidays.

Pension: We offer a pension scheme that you will be opted into unless you specify in writing that you do not wish to join. This scheme enables you to save for your retirement with a 3% contribution by Back to Ours if you, as an employee, contribute 3% – and you can contribute more as you wish subject to the terms of auto enrolment.

Eligibility: Applicants must have the right to work in the UK. All appointments are subject to a Disclosure and Barring Service check (DBS).

How to Apply

To apply, please send us:

- An up to date CV **detailing all relevant work experience** paying attention to the Job Description and Person Specification.
- A covering letter answering the questions listed below.
- A completed Equal Opportunities Monitoring Form, which you can download [HERE](#).

Please email these to team@backtoours.co.uk with the subject header **Company Administrator Application**.

Covering Letter

In the covering letter, we would like you to tell us:

- Why do you want to work for Back to Ours?
- How your experience and skills match our needs as set out in this pack.
- The other skills, knowledge and attributes you could bring to Back to Ours to ensure its smooth operation and growth.

We will accept the covering letter in one of the following formats:

- Word document or PDF – not more than 2 pages of A4 at Arial 12 point (or similar).
- Video submission – no longer than 3 minutes – BSL, Makaton, spoken – MP4, MOV or WMV.
- Audio submission – no longer than 3 minutes – MP3 or WAV file.

Application deadline: 9am Monday 27th February

Shortlisting will take place: Tuesday 28th February and we expect interviews to be the following week

