



HOME Slough Administration & Events Officer

Freelance, fixed term.

Job description

Job title: Administration & Events Officer

Contract: Freelance, fixed term.

Timescale: September 2021 to March 2022 (possibility of extension beyond this date)

Project fee: Freelance, est. 22 hours per week, £12.50 to £16.00 per hour.

Location: We envisage a combination of remote online working and, government restrictions-permitting, delivery in locations in Slough.

Reporting to: HOME Slough Reset Programme Lead

Main purpose of the role

The Administration and Events Officer will deliver a strong and centralised administrative function for the HOME Slough team. They will be responsible for managing the collection, processing and recording of data (both quantitative and qualitative) for use in reporting and evaluation, and for the processing of payments for the HOME Slough project in accordance with financial procedures. They will also assist with the planning and delivery of HOME Slough events, including on-the-ground support.

The Administration and Events Officer is line managed by the HOME Slough Programme Lead.

Key duties and responsibilities

Providing administrative support for the HOME Slough team, to include:

- The administration of financial activity for the HOME Slough project, such as the processing and coding of invoices and income and raising invoices for donations and grants as necessary
- Creating management reports in Excel, inputting figures into budgets, helping with forecasts and detailed checking, to support project management.

- Managing the processing of in-kind income, capturing information so that it can be included in the budget
- Leading on the co-ordination and collection of evaluation insight information from events, community partners and others and feed into reporting, both internal and external.
- Keeping accurate data monitoring records and inputting data into reporting systems for Arts Council England, independent evaluators, any other funder systems and internal systems
- Keeping HOME Slough social media up-to-date and on brand, and engaging audiences through our online platforms
- Supporting the administration and promotion of any HOME Slough events or workshops including, as necessary, setting up and managing booking systems for participants/attendees
- Supporting the delivery of HOME Slough events, including running information desks, co-ordinating the use and distribution of branding materials (flags, gazebos etc.) and coordination of other logistical procedures as required
- Using information supplied by the Engagement Manager, community partners or marketing lead on the administration for recruitment of artists, drafting contracts with suppliers and artists and including the processing of invoices

Other key duties:

- For Consortium meetings, compiling information prior to meetings, booking meeting spaces and refreshments as required and taking minutes
- Liaising with Slough CVS on all matters of financial procedures
- Any other coordination and administration work and duties as required, ensuring effective delivery of the HOME Slough Project

Please note:

As HOME Slough is an Action Research Project, the scope and responsibilities of this role may need to be updated or changed. This would be done in consultation with the Consortium and the Programme Leads.

This role will necessitate working some unsocial hours during evenings and weekends. It is anticipated that some of this role will take place in the field rather than being solely desk based.

Person specification

Essential

- Knowledge of equal opportunities and safeguarding regulations
- Strong ICT skills with a track record of using Word, Excel, databases and online tools, experience of social media such as Facebook and Twitter.
- A highly organised self-starter who can demonstrate the ability to manage their own workload
- Clear and professional telephone and face to face manner with people of all ages and backgrounds

- Skilled at creating and managing spreadsheets for both participant data and budgetary needs
- Excellent attention to detail, both when checking copy and when dealing with financial processes such as invoices and contracts etc.
- Confident, professional, enthusiastic and resilient
- Able to work effectively in a team, whilst also being able to work independently under own initiative
- Able to work flexible hours to meet project requirements (some evening and weekend work may be required when events are held to support primary staff attending)

Desirable

- Experience of Slough or working with the communities of Slough
- Knowledge of data protection regulations and how they relate to arts and community projects
- Relevant experience of the development of monitoring procedures for projects, including data capture and recording
- Experience of using accounting software and book-keeping
- Experience of producing visually attractive newsletters or other communication tools
- Enthusiasm for professional development in order to achieve additional skills as required by the role

Interested? Here's how to apply

Please apply by **midnight Monday 13 September 2021**.

Send your application to **info@homeslough.org.uk**

Send us your CV and a covering letter including the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to HOME Slough

Other ways to apply:

Please send us a link to a video (no longer than 5 minutes) where you give your responses to the following points:

- Explain why you want this role
- Respond to the brief and person specification telling us your strongest areas
- Tell us what you think you could bring to HOME Slough

Feel free to send a link to relevant website or online material if you have some.

If you need to talk to us about making an application in another format, please contact us.

Please also complete an Equal Opportunities monitoring form [here](#).

Interview information:

Interviews will be held over Zoom on **Friday 17 September 2021**. Questions will be made available to you in advance.

Other information:

If you have any questions, please contact Claire Giacobbe, HOME Slough Engagement Manager at claire@homeslough.org.uk.

We will respond to all applicants to let people know if they have been invited to interview or not.

Please note that this post may be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future.

Slough CVS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees and freelance staff. We welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age. If you are unsure about applying, please talk with us about any concerns you might have.

HOME Slough will undertake to meet reasonable adjustments, aiming to meet specific access requirements through Access to Work support.

Please note, this contract is open to people who already have the right to live and work in the UK, as Slough CVS is not currently in a position to sponsor a work visa.

Additional information: Background to HOME Slough

HOME Slough is a consortium of arts and community organisations working to increase exciting opportunities for arts and culture in our town.

HOME Slough is part of the Creative People and Places Programme initiated and funded by Arts Council England through the National Lottery. There are 33 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. Creative People and Places projects have reached over 1.2 million people, 90% of who do not regularly engage in the arts.

HOME Slough is led by a consortium of arts and community organisations, comprising Slough Council for Voluntary Service (lead partner), Slough Borough Council, the Clinical Commissioning Group, SEGRO, RIFCO and The Arts Council. We are funded by Arts Council England and Slough Borough Council.

Our mission is to increase opportunities and awareness of all the arts in Slough, offering ways for everyone to fulfil their artistic potential. The aim is to increase the number of people participating in arts and culture, building the foundations for Slough's creative future.