

JOB DESCRIPTION

JOB TITLE:	Learning & Engagement Administrator	REFERENCE:	LA0325
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PURPOSE OF THE ROLE:

Reporting to the Learning & Engagement Manager and supporting the wider Learning & Engagement Team, to support the administration and smooth running of the programme of courses, classes, workshops, projects, exhibitions and events at Brewery Arts.

MAIN TASKS

The role holder is required to:

1. Collate records of attendance of classes, workshops and projects, and feedback from students and tutors, for evaluation and reporting purposes.
2. Collate and distribute documentation for course folders for tutors, including contracts, letters of agreement, registers, risk assessments and health and safety information.
3. Respond to enquiries by email, on the phone and in person, passing on enquiries to relevant staff and providing an efficient, friendly and professional interface for the public.
4. Coordinate Learning & Engagement meetings, internally and externally, taking notes and scheduling follow up actions.
5. Receive and keep records of incoming invoices from course and workshop tutors for approval and processing by the Learning & Engagement Manager.
6. Book rooms and resources for approved activities in the Learning & Engagement programme and internal meetings, using the in-house online booking system (Yesplan).
7. Assist with room set ups, responding to tutors and staff needs to ensure venues are prepared appropriately for activities.
8. Ensure equipment and materials are stored, monitored and managed and appropriately.
9. Support the Learning & Engagement team by attending and working on events such as exhibition previews, community and youth performances, summer camps and sharings, to include occasional evenings and weekends.
10. Collate images, copy, testimonials and timely information for the marketing team and for funding reports.
11. Attend safeguarding training and other training opportunities, developing and using skills and knowledge to provide excellent standards of safety and care for children, young people and vulnerable adults.

This list is not exhaustive. The organisation may evolve and therefore may amend your duties. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

JOB TITLE:	Learning & Engagement Administrator	
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We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome applications from people who are Black, Brown, minoritised, LGBTQ+, or disabled, as people from these backgrounds are underrepresented in our organisation. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

QUALIFICATIONS & WORK EXPERIENCE	
• Experience of working in an administrative role	• Essential
• Experience of working with the public	• Essential
• GCSE in Maths and English grade C/4 and above	• Desirable
• Experience of working or volunteering in the arts or education	• Desirable
SKILLS	
• Excellent communication skills (verbal and written)	• Essential
• Excellent organisational skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
• Good numeracy skills and high levels of accuracy	• Essential
PERSONAL QUALITIES	
• Friendly, professional and approachable manner with high standards of customer care	• Essential
• Commitment to personal and professional development with a willingness to learn new skills	• Essential
• Ability to work well on own initiative and as part of a team	• Essential
• Excellent time keeping, conscientious and punctual	• Essential
• A keen eye for detail	• Essential
• A strong interest in the work of Brewery Arts	• Essential
OTHER REQUIREMENTS	
• Ability to set up rooms, moving chairs and tables	• Essential
• Flexibility to work occasional evenings and weekends	• Essential
• A Disclosure & Barring Service (DBS) check or willingness to obtain one (provided by company)	• Essential

TERMS & CONDITIONS

JOB TITLE:	Learning & Engagement Administrator
Contract:	Permanent
Pay:	£12.39 per hour / FTE £25,771 pro-rata per annum
Hours:	<p>16 hours per week (to exclude lunch breaks)</p> <p>Flexible daytime hours, ideally worked across Tuesdays, Wednesdays and Thursdays. Occasional evenings and weekends when required.</p> <p>No overtime is payable. TOIL may be accrued, with prior approval from the line manager, if more than contracted hours are worked in a week.</p>
Holiday Entitlement:	<p>6 weeks' holiday per annum, rising to 7 weeks after 3 years continuous service.</p> <p>Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.</p>
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	<ul style="list-style-type: none"> ● Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). ● Discount on food in our catering outlets for staff + one. ● A parking permit is given to staff to be used while at work. ● Free Employee Assistance Programme.
Notice Period:	4 weeks
Reports to:	Learning & Engagement Manager
Responsible for:	N/A
Union	An Agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and also provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.