



Post: Admin Officer (please note - spoken and written Welsh is essential for this post)

JOB DETAILS:

Title:	Admin Officer
Hours:	Part Time 30 hours per week with options for flexible hours and remote working subject to negotiation (occasional evening & weekend work may be required for specific projects such as DiB Annual Winter Production)
Salary:	£26,000 - £29,000 pro rata (between £21,000 - £24,000)
Benefits:	22 days annual leave plus all statutory bank holidays and paid leave during the 2 week Christmas break. Company Pension scheme available through SMART
Location:	Galeri, Caernarfon (we are willing to discuss remote working as part of the contracted hours)
Start Date:	To discuss
Application Deadline:	30.04.24
Interview Date:	Week commencing 06.05.24

THE COMPANY:

Dawns i Bawb is a registered charity and a company limited by guarantee. The Company is an Arts Council of Wales portfolio client and also receives revenue funding from Gwynedd and Ynys Môn county councils.

Dawns i Bawb develops community dance provision throughout the three counties of North West Wales. As the only dance organisation in Wales working primarily through the Welsh language, the Company develops and maintains a strong Welsh language dance provision. The principles of Dawns i Bawb include the following beliefs:

- that dance has the potential to have a positive and life-affirming impact on the lives of individuals and communities
- that everybody has the right to have access to dance and creative activity
- that language and communication is essential to an empowering creative dance experience
- that relationship is crucial to meaningful dance experiences and prioritise building positive relationships by taking the time to understand our collaborators and work towards shared goals
- that the creative process is just as important as any artistic outcome
- in being respectful to all ages, backgrounds and abilities, to circumstances, to our workforce, and to all languages and cultures
- that dance has a role to play in creating a healthier, greener, and more empowering world for our communities to live in

POST SPECIFICATION:

Dawns i Bawb is looking to appoint an organised part time Admin Officer as part of our team to play a crucial role in helping us to develop our exciting and expanding Community Dance Programme.

The Admin Officer will work closely alongside the Artistic Director and other members of the team and will manage the day to day running of the office and the administrative elements of the Company.

Key responsibilities will include:

- **Management of all administrative matters of core and project activity**
- **Maintain the running of the office on a day to day basis**

- **Finance**
- Liaise with accountants to prepare payroll transactions; process bills and invoices and work alongside the Director to prepare and maintain management accounts and project budgets
- Keep an efficient and up to date system of all invoices and payments, office records, Company files and correspondence
- Maintaining an efficient process with regards to incoming and outgoing transactions - ensuring payments by clients, ensuring that class payments are up to date and ensuring that freelance tutors are paid on time

Organisation of Activity

- Creating and distributing contracts for clients and teaching staff. Ensuring that all contracts are signed and returned
- Managing timetable of activity and delegate work to staff and freelance tutors
- Keeping the Company calendar up to date
- Collection of participation data from all teaching staff
- Maintain regular contact and ensure effective communication with clients, venues and stakeholders
- Develop strong relationships with schools and other contractors to promote Dawns i Bawb's activity

Professional Requirements:

Essential:

- Fluency and written and spoken Welsh and English
- Excellent IT skills (Word, Excel)
- Experience in the use of SAGE (**although training can be arranged for strong candidates with our accountants to become familiar with our system**)
- Confidence in working with budgets
- Excellent written and communication skills in Welsh and English and the capability to effectively communicate with clients, staff and funders on the phone and through email

Desirable:

- An understanding of the workings of a small, public funded charity
- Previous experience of working in the arts/culture sector
- Experience of creating content for funding bids and applications

Person Requirements:

Essential:

- Can work under pressure and meet and respond to deadlines
- Have excellent organisational skills
- Ability to prioritise and organise your workload and work systematically in a small but busy environment to meet deadlines and keep the office running efficiently
- Can work independently and take initiative but also able to work well as part of a small team
- Are able to communicate through phone, email, social media and face to face in a friendly, clear and professional manner
- An excellent team player with a willingness to support specialised projects when needed

Desirable:

- An interest in dance/community arts and how the arts can be of benefit to individuals and communities

To apply:

Please send your CV along with a covering letter outlining your previous experience and how you meet the job and person requirements by **Tuesday 30th April 2024:**

Catherine Young
Dawns i Bawb
Uned 2,
Galeri,
Caernarfon
LL55 1SQ

email - catherine@dawnsibawb.org

We strive to be an inclusive organisation and are very happy to receive applications in any other format that will be accessible to an individuals needs

Deadline - 30.04.24

Interviews - Week commencing 06.05.24

