

Community Arts Administrator/ Education Coordinator

Organisation: Vita Nova

Location: Boscombe, Bournemouth

Reporting to: Artistic Director

Salary: £22000 (part-time pro-rata)

Hours: 2.5 days per week

Contract: Fixed term to March 2024



Purpose of the role: This role is to support and work alongside the small team, providing general administrative support, coordination of the school outreach programme and associated activities that support the charity's objectives.

The role is part time with work on occasional evenings and very occasional weekends.

Key Responsibilities

- Provide administrative and marketing assistance to Artistic Director and Creative producer.
- Oversee the financial administration of the charity.
- To maintain contact databases (schools, partners and local area contacts).
- To maintain accurate physical and digital filing and archiving systems.
- Assist in the planning of in-house exhibitions, theatre performances, annual craft market and associated community events.
- Manage and monitor communications with schools, treatment centres and community groups accessing the educational programme, initiating contact, managing bookings, following up referrals.
- Maintain partnerships with individual members accessing the service, relevant local and national organisations including schools, community centres, treatment centres, aftercare groups, arts organisations, local authorities, and charity trustees.
- Manage workshop registers and building footfall, storing data.
- Support the management of weekly workshops in-house, maintain registers and databases.
- Support the team to advance funding opportunities including documenting and recording the process, outcome, and monitoring requirements of the applications.
- Enrol new members to the charity, profiling the service available and recording baseline monitoring information on wellbeing.
- Compile, format and deliver the quarterly trustee report.

Person specification

- Relevant professional experience
- Excellent organisational and project administration skills
- Confident in all MS Office applications including Excel
- Excellent communication skills both written and verbal
- An attention to detail and a creative problem solver
- Approachable friendly demeanour
- An understanding of safeguarding and managing boundaries when working with vulnerable adults
- A knowledge of the recovery sector and issues surrounding addiction (not essential)