

Administrator (part-time)



Salary £21,500 per annum (pro-rata)
(14 hours/2 days a week, ideally Mon and Tues)
Fixed-term contract until 31 July 2024
Homeworking

Application deadline: **9am, Monday 11 July 2022**
Interviews: **Wednesday 20 July 2022 (online via Zoom)**

Introduction

Youth Theatre Arts Scotland (YTAS) helps make the lives of young people in Scotland better through youth theatre.

We are the national development agency and umbrella body for Scotland's youth theatre sector. We are a small, in-touch, pioneering organisation whose vision is for universal access to quality youth theatre activity across Scotland and universal recognition of its impact. We deliver our work through a combination of:

- **sector support,**
- **sector training and development,**
- **youth theatre events and projects, and**
- **research and advocacy.**

Around 100 youth theatre groups and freelance practitioners have chosen to join us as members, but our support is available to all. As an organisation we value:

Helping Others We support, enable and champion.

Community We are welcoming. We respect difference, provide inspiration and build collective confidence.

Collaboration We work with and connect a rich network of people and places.

Excellence We encourage ambition, experimentation and progression. We always strive for quality.

Joy We have an upbeat and positive approach.

Our **part-time Administrator** is an integral role which would suit someone who really cares about order and detail, and who understands that excellent administration forms the backbone of any organisation.

If you are someone who takes pride in providing this kind of vital support, read on!

Working with us

We are here to support, connect and inspire youth theatre participants across Scotland and the adults who work with them. We want them to improve their creative and leadership skills, increase their ambitions, have better information about youth theatre and be more connected to each other as a community.

The role of **Administrator** offers you the opportunity to play a key role in making this possible.

As part of a nimble and high-achieving team your work will involve providing the essential administrative support which underpins our organisational activity. This includes our year-round work, such as our Membership Scheme, Sector Training Programme and [digital toolkits](#), and specific projects such as our [Directors' Development Programme](#) (2022), our [National Convention of Youth Drama](#) (2023), our ['Interchange' training weekend](#) (2024) and our three-day [National Festival of Youth Theatre](#) (2024).

As well as having the experience, knowledge and skills this role requires (see the job description and person specification below), you will also need to care about achieving the high standards we set ourselves in every aspect of our work; from producing life-enhancing youth theatre festivals, to creating clear and informative job information packs just like this one!

We're often complimented on the friendly, informal and hardworking culture we've created, and this role will offer you the opportunity to contribute to this, and to collaborate closely with all members of our team.

YTAS is a flexible-working organisation. We aim to enhance staff wellbeing by supporting those we employ to balance their work and life responsibilities. We also encourage our staff to take opportunities to learn, grow and develop in their roles. We work with a coaching approach which encourages employees to learn for themselves by promoting their own self-confidence and self-motivation.

We believe that YTAS is a good place to work. But don't take our word for it – here's what former employees have to say:

"The clear focus on who we are as people, rather than just what we do as job roles makes YTAS a unique and special organisation to work for."

"Morale and motivation are very positive. This is a team-based organisation."

"Staff are motivated by a positive working environment and inspired by the projects and opportunities created."

"A lot of time and energy is put into how the organisation can maintain a healthy ethos and set of values."

"A highly respected organisation with a very clear brand, identity and mission."

Job Description

Job Title: Administrator

Job Purpose: To provide administration support for Youth Theatre Arts Scotland in line with the company's strategic objectives.

Responsible to: Projects Producer

Main Responsibilities:

- **Administering the YTAS Membership Scheme.** Which involves:
 - Monitoring membership renewals using CRM software ActiveCampaign.
 - Investigating and addressing outstanding payments.
 - Updating members' profile pages and managing related correspondence.
- **Carrying out day-to-day administration relating to YTAS projects and events.** Working with the Projects Producer, this involves:
 - Acting as first point of contact for general enquires about YTAS projects and events.
 - Assisting in creating delegate information packs relating to project activity.
 - Processing bookings relating to project activity.
 - Creating and recording invoices for project bookings.
 - Assisting with logistics relating to project activity, including venue hire, transport and accommodation. Liaising with external providers to ensure that all logistics are delivered on time and within budget.
 - Assisting with in-person event delivery, including; delegate registration, liaising with caterers and providing event information.
 - Assisting with online event delivery, including: attendee registration, ticketing set-up and background technical tasks.
 - Assisting with the planning and evaluation of project activity.
- **Carrying out day-to-day administration relating to YTAS sector training and development activities.** Working with the Sector Development Manager, this involves:
 - Acting as first point of contact for communication with bookers.
 - Collating attendance lists and sending personalised 'joining instructions' emails.
 - Sending follow-up notes after sessions, where required.
 - Administering evaluation by issuing feedback forms or sending links to online surveys, sending reminder emails, collating, and presenting responses.
 - Ensuring digital Toolkits on the YTAS website are kept up to date.

- Providing administrative support to sector development projects (such as our 'Directors Development Programme' and 'Grants for Youth Theatre'). This may include extracting information from application forms and creating scoring sheets or sending information onto project partners.
- **Carrying out occasional administration to support YTAS's marketing, communications and fundraising.** Working with the Communications and Marketing Manager, General Manager and CEO, this involves:
 - Occasionally updating content on the YTAS website.
 - Reviewing and updating the YTAS Funder Log.
 - Carrying out admin tasks which help to ensure YTAS complies with the GDPR.

General Responsibilities:

- Effectively managing your workload in line with colleagues, and with project deadlines.
- Maintaining efficient online filing systems and records.
- Attending weekly staff team meetings online.
- Attending staff 'work exchange days' in person in Edinburgh once every 6-8 weeks.
- Occasionally attend external meetings and sharing information and/or learning with the team.
- Attending YTAS events.
- Developing and maintaining an up-to-date knowledge of Scotland's cultural environment.

Person Specification

Essential for interview

1. You have experience of success in a varied administrative role.

2. You can achieve high standards in your work.

You are motivated to meet deadlines and love getting the details right. You take pride in delivering what's required of you.

3. You are comfortable using a range of software.

You know your way around Microsoft Office applications, are experienced at online file-sharing and using Zoom. You are quick to learn how to use new software.

4. You keep on top of your workload.

Your work gets done because you are highly organised. You know how to prioritise tasks and have good time management skills that work for you and your colleagues.

5. You can work collaboratively with others as part of a small team.

You have effective methods of communicating clearly with colleagues, especially when working remotely from each other. You like to exchange ideas and are keen to contribute to team discussions. You respect the thoughts, ideas and concerns of others.

6. You provide excellent 'customer service'.

You want everyone who comes into contact with YTAS to have a good experience. You have an upbeat, friendly and professional manner. You make sure that people with different needs or abilities are treated equally and supported if required.

7. You can develop processes to keep things in order.

You are methodical and reliable. You apply a systematic approach to get things done.

8. You can multitask proficiently.

You are comfortable and calm when working on a variety of projects at the same time. You have developed effective ways of working which mean you don't drop the ball.

9. You can work well with external people.

You can confidently build relationships with external suppliers and partners to make sure things get done. You have a tenacious and positive approach.

10. You know your own 'blind spots' and when to ask for help.

You can recognise times when you need to call on the expertise or experience of others and you are comfortable speaking up when you don't understand something.

Desirable

- You have experience of working in an arts environment.
- You have an interest in and enthusiasm for youth arts.

Further information

Salary:

Your salary will be £21,500 per annum (pro-rata).
For 14 hours per week your gross actual salary will be £8,135

Term of contract:

Your contract will be fixed term until 31 July 2024.

Place of work:

In 2020 YTAS became a permanently remote-working organisation. All staff work from home and YTAS supplies the equipment necessary for employees to carry out their roles effectively and safely in the home environment. We meet as a team in person in Edinburgh once every 6-8 weeks.

Annual leave:

Annual leave entitlement for full-time employees in their first year of employment with YTAS is 20 days plus an additional 10 days' public holidays. Annual leave and public holiday allowance for part-time employees is calculated pro rata of the full-time allowance. Two weeks' annual leave must be taken over Christmas and New Year when the company implements a shutdown period.

Pension contribution:

YTAS operates a Group Personal Pension Plan through Smart Pension. A minimum combined employee/employer pension contribution of 8% is required for the scheme. YTAS currently makes an employer contribution of 5% of an employee's gross salary. If the employee decides to contribute with the additional minimum of 3% required, this is deducted from the employee's salary each month. Employees who do not wish to contribute to a pension may opt out of the scheme.

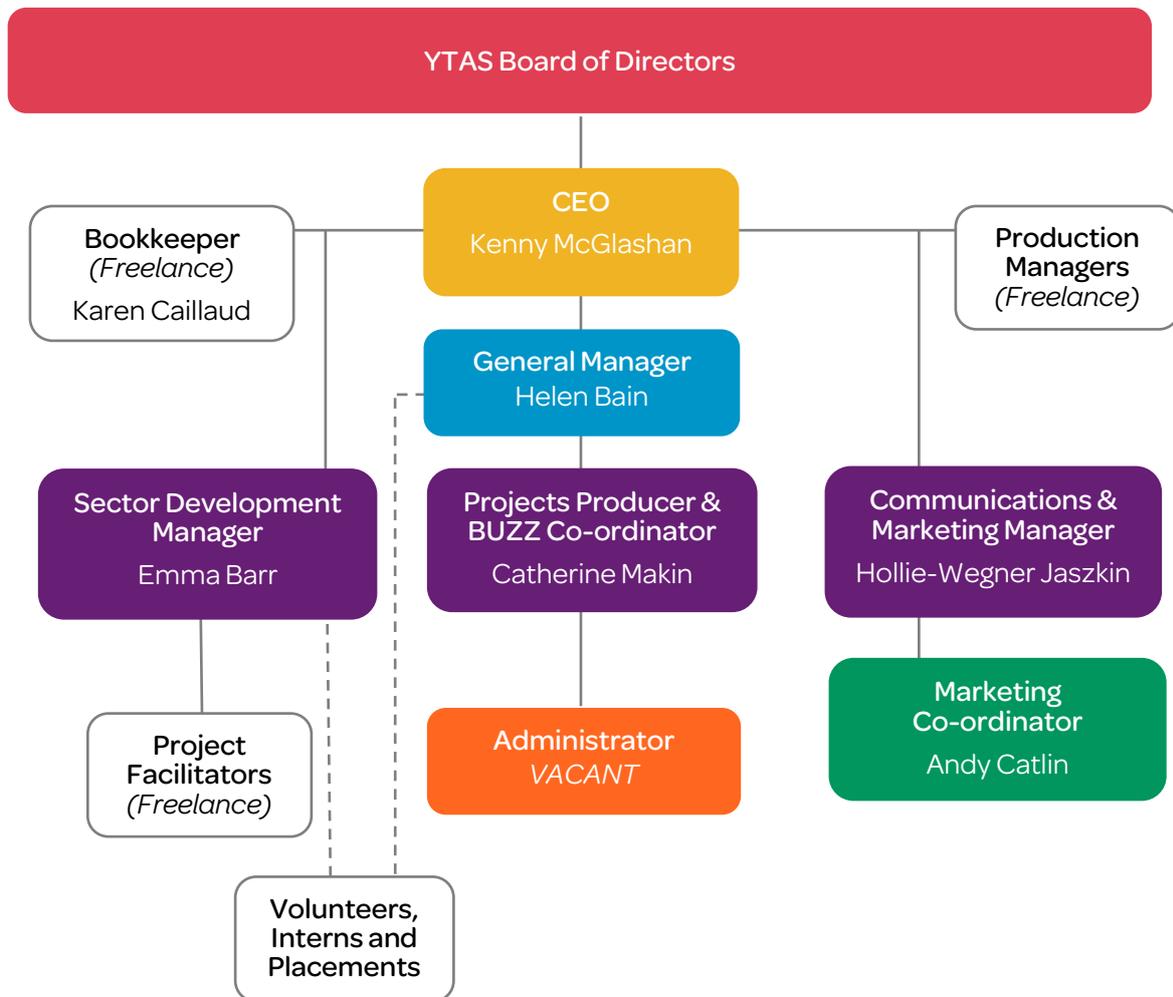
Employee Assistance Programme:

YTAS employees are automatically enrolled in an Employee Assistance Programme (EAP). This is an employee benefit which supports staff to deal with any personal problems that might negatively impact their work, health or wellbeing, via access to a free, confidential and independent information, support and guidance service available 365 days a year, 24 hours a day, via a dedicated 0800 phone telephone number.

About YTAS:

We are a registered Scottish charity and a recognised leader in Scotland's youth arts scene. You can find out more about our work at www.ytas.org.uk

YTAS Organisational Structure:



How to apply

To apply for this post please complete our **Application Form** in full and send it by email to recruitment@ytas.org.uk. We are not able to accept CVs.

How to complete the Application Form

- Make it easy for us. We are looking for evidence that you have the skills and experience listed in the **person specification** above. When you fill in the personal statement section, please take each element of the person specification and provide a few sentences to explain how you meet each requirement.
- When you do this, give evidence rather than assertions. A statement such as, *'I have excellent attention to detail'* is an assertion. Instead, we are looking for you to describe, for example, a time when you paid particular attention to detail. What did you do, and what did other people say or do which proved that you had been successful?

Application deadline and Interview date

The closing date for applications is **9am, Monday 11 July 2022** and interviews will be conducted online via Zoom on **Wednesday 20 July 2022**. We will contact you after the application deadline to let you know whether or not you have been selected for interview.

Equal Opportunities

You are also invited to complete our anonymous Equal Opportunities Monitoring Form at <https://www.surveymonkey.co.uk/r/EQRecruitment>. Filling in this questionnaire is voluntary and the anonymous information we collect will be used for the sole purpose of ensuring that our Equality, Diversity and Inclusion policy is fully and fairly implemented and monitored, and for no other reason.

If you have any questions

If you have any questions, or would like to speak to us informally about this post, please contact **Catherine Makin, Projects Producer, Youth Theatre Arts Scotland** at catherine@ytas.org.uk or on **0131 538 0591**

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