



Aunty Social is looking for an administrator to support our day to day activities.

The role will start during the week commencing Weds 7 February 2024 and end on Weds 7 August 2024.

If you are interested, please submit a CV and either:

- a short covering letter explaining why you would like the role and how you meet the requirements

OR

- A link to a short video explaining why you would like the role and how you meet the requirements

Please send your application email to info@auntysocial.co.uk

Closing date: 26 January 2024

Interviews to take place on Monday 29 and Tuesday 30 January 2024.

If you have any questions please email info@auntysocial.co.uk

Administrator

- Expected time commitment:
 - 1 day per week (7.5 hours) on Wednesdays, with some flexibility.
 - 27 weeks, between 7 February 2024 and end on 7 August 2024.
 - Includes 30 min lunch break
- Pay
 - £13.00 per hour
 - PAYE, paid monthly
- Location
 - Working from Aunty Social, 28 Topping St, Blackpool
 - Some working from home - when not needed at the premises.



Duties

- Coordination of room hires
- Oversee public email inboxes
- Production of marketing assets
- Staffing the building and setting up rooms for Wednesday hires
- Manages own workload with guidance from Aunty Social director

This is an ideal role for someone with good organisation skills starting out in arts administration, it is especially suited to those who would like to lead or plan community art projects in the future.

Tasks and responsibilities

Supporting the day to day operation of Aunty Social:

- Coordination of room hires, including:
 - Corresponding with potential hirers
 - Oversee facility diaries
 - Liaising with hirers re: catering, AV, and other room requirements
- Production of room hire marketing assets
 - Producing copy and images for use in print and online
 - Work with a graphic designer to create leaflets and brochures
- Oversee public email inboxes
 - Acting as the main point of contact for public email enquiries
 - Compile and send out email newsletters with information provided by staff, directors and partners
 - Maintain participant feedback systems (surveys and photos) and ensure data is available to report to funders
- Venue keyholder duty on Wednesdays
 - Welcoming rooms hirers to the building
 - Acting as fire warden and first aider (training provided)
 - Setting up rooms ready for hires



- Produce attendee lists, photo consent and feedback forms

 - Other tasks
 - Manages own workload with guidance from Aunty Social director
 - Plan and schedule social media update posts
 - Always acting in accordance with Aunty Social's policies. With special regard to:
 - Health and Safety; and
 - Safeguarding.
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Skills

- Well organised team worker
 - Self motivated and resourceful
 - Confidence and ability to communicate with a wide range of people including members of the public, artists, volunteers, activity partners and corporate clients
 - Ability to prioritise work under pressure with good time management skills
 - Excellent communication skills both verbal and written
 - A working understanding of:
 - Word or Pages, Excel or Numbers,
 - Google Drive (including Forms, Docs, Sheets)
 - Google Calendar
 - Social media platforms (including scheduling tools)
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Reporting

- The Administrator will report to a named Aunty Social director

Applicants must be aged over 18 years and must be eligible to work in the UK.

For more information on what documentation is required please go to

<https://www.gov.uk/legal-right-to-work-in-the-uk>