

the javaad alipoor company

Administrator

Application Pack
2023



Thank you for your interest in the role of Administrator at The Javaad Alipoor Company.

This pack contains:

- Information about the company
- How to apply
- Job description
- Summary of terms

If you would like this document in a different format, please contact recruitment@javaadalipoor.co.uk.

ABOUT THE JAVAAD ALIPOOR COMPANY

The Javaad Alipoor Company creates powerful multi-platform theatre that explores the intersection of politics and technology in the contemporary world.

Established in 2017 and founded by Javaad Alipoor – a British-Iranian, Manchester-based, and Bradford-built artist and writer – we are committed to making new work with diverse artists for diverse audiences and communities.

Our work is rooted in international collaboration and contemporary politics. We work across disciplines with a portfolio that includes theatre, podcasts, digital performance, research, analysis, dramaturgy, and new writing.

We recommend you read the [company's manifesto](#) to get a sense of our work:

The Javaad Alipoor Company is led by Artistic Director, Javaad Alipoor, and Executive Producer, Fenella Dawnay. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

DIVERSITY & INCLUSION

As a company lead by a British-Iranian, Manchester-based and Bradford-built Director, we are passionate about diversity, and we are committed to building a team that fairly represents our audiences and collaborators at this crucial moment in the company's development.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

If you are from an ethnic background underrepresented in our sector or have a disability and can demonstrate you meet the essential criteria, we can guarantee you will be invited for interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

HOW TO APPLY

If you wish to apply for the position, please provide the following information by **10am, Tuesday 4th July 2023**:

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form. Completion of the form is optional and will be kept separate from your application. It will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by The Javaad Alipoor Company to better understand our reach and help improve future recruitment.

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Administrator' in the subject line to recruitment@javaadalipoor.co.uk.

RECRUITMENT TIMELINE

Application Deadline: **10am, Tuesday 4th July 2023**

Interviews

First round: **w/c 10th July 2023**

Second round: **w/c 17th July 2023**

Contract commences: As soon as possible.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. The Javaad Alipoor Company welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.



JOB DESCRIPTION

ROLE SUMMARY

Responsible to: **General Manager**

We are looking for an Administrator to support the growth of the organisation at an exciting time. The Administrator is lynchpin role at The Javaad Alipoor Company, supporting the company at a key moment in its operational development and helping the team to deliver our ambitious programme for 2023 – 2026 as we join the Arts Council National Portfolio in 2023.

Working closely with the Artistic Director and General Manager, this is an administrative and logistics-focused role, providing administrative support across the company, from managing the Artistic Director's diary to booking rehearsal space and assisting the General Manager with financial data input and evaluation; this role requires a candidate who is passionate about administration and who is interested in working in a dynamic and creative environment.

The Administrator will be a proactive, detailed thinker who is highly organised with excellent people skills. You will be confident working independently and with a team and will have experience managing diaries and coordinating a busy office.

KEY RESPONSIBILITIES

- Assistance and administrative support for the Artistic Director including but not limited to managing and maintaining their diary, processing expenses, identifying and booking meeting rooms in line with budget as required, assisting with visas and booking travel and accommodation to attend meetings, conferences, talks and events.
- Provide administrative support for the producers on project administration, development, delivery, and events as required, as well as being a point of liaison for artists and guests.
- Support the General Manager to coordinate collation and reporting of data and statistics in line with NPO reporting and for other funders as required, using platforms such as Illuminate.
- Support the General Manager with processing finances including processing bills and staff expenses, issuing invoices, reconciling the bank account and credit card(s) in QuickBooks.
- Work with the team to identify opportunities for fundraising and manage stakeholder lists, mailing lists & databases, ensuring GDPR compliance.
- Undertake filing, support preparation of board papers and support and maintain all aspects of the smooth running of the office.
- Undertake any additional tasks as may be required by the team.

PERSON SPECIFICATION

You will be passionate about administration with proven ability stay calm under pressure and good time management skills.

You will have excellent attention to detail and a mind for numbers.

You will bring a positive energy to your work and be able to take initiative with tasks.

Skills & Attributes

- Do you have excellent organisational and administrative skills?
- Are you self-motivated with a positive can-do attitude and ability to work independently?
- Are you committed to diversity and inclusion?
- Do you have great interpersonal skills and a proven ability to work with people from a wide variety of backgrounds?
- Do you have excellent and confident communication skills and a willingness to adapt to suit a range of needs and approaches?

- Are you resilient and able to adapt and respond to changing circumstances and work through problems methodically & practically and ask for help when needed?
- Do you have a rigorous attention to accuracy and detail?
- Do you have excellent time management skills and ability to manage workload effectively?
- Can you proactively share ideas, resources, and information with others?

Knowledge & Experience

Essential

- A minimum of 2 years administration experience for a small company or team.
- Good interpersonal skills and the ability to work as a team member.
- Excellent organisational and logistic skills and exceptional attention to detail.
- IT literate, with a good working knowledge of Microsoft Office packages and Google Drive.
- Commitment to Equality, Diversity, and Inclusion.
- Empathetic, willing to help and collaborative attitude.
- Proven ability to deal with multiple work-streams with a range of deadlines.
- Calm, supportive, rational, and sensible, caring, easy going and nurturing personality.
- Experience of working on own initiative and a pro-active, positive approach to problem solving.

Desirable

- Experience of supporting disabled artists or disabled led projects.
- Working knowledge of platforms such as Slack or Asana.

SUMMARY OF TERMS

SALARY:	£28,500 per annum
CONTRACT:	Full time, permanent
ANNUAL LEAVE:	25 days holiday per annum pro rata + UK bank holidays. (Holiday year runs 1st April to 31st March).
PENSION:	3% employer contribution
WORKING HOURS:	Standard 40 hours (including lunch break) per week (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required.
PROBATION:	Three months, during which either party may terminate the contract with four weeks' notice.
NOTICE PERIOD:	Two months following the successful completion of the probation period.
PLACE OF WORK:	This is a Manchester-based role.
