



Photo: Surge Street Theatre by Marc Hindley

# FINDHORN BAY ARTS

## Vacancy: Administrator

### About Us

Findhorn Bay Arts (FBA) is an award-winning creative producer of cultural events and activities firmly rooted in the communities of Moray. Its vision is to make Moray a place of creative opportunity for artists, audiences, and participants.

Established in 2012, it is a non-profit organisation, a company limited by guarantee [SC413997], and a recognised Scottish charity [SC049867].

FBA has grown considerably over the past nine years from an initial Culture Day celebration to producing a year-round programme of high-quality arts and cultural activities for people of all ages.

Development has been significantly informed by a desire to increase recognition for the Moray creative sector and for the positive role that arts and culture can make in so many parts of our lives. Findhorn Bay Arts has been a driving contributor to the revitalisation of the region as a creative place, including establishing the Ignite Moray Youth Arts Hub, co-founding the Culture Cafe creative network, and contributing to the Moray Cultural Strategy: We Make Moray.

Its signature event, the biennial Findhorn Bay Festival, is a spectacular celebration showcasing exceptional artists, all set in unexpected places and scenic locations. A year-round programme encompasses creative community events, education, outreach, volunteering, artist residencies, and networking events attributing to making quality creative activities accessible across a region where the cultural budget has been reduced by 100%.

In recognition of the social, cultural, and economic impacts of its work, FBA has a strong reputation for working in partnership with a wide range of local, regional and national partners, attracting year-on-year support as well as winning numerous awards.

The Findhorn Bay Festival plays a major role in attracting visitors to the region contributing nearly £900,000 to the local economy.

The organisation is about to undergo an exciting period of change with new longer-term projects as well as planning for two Festivals in 2022 and 2024. The time is right for Findhorn Bay Arts to expand its core team.

### **Administrator Role Introduction**

This is a key role that sits at the heart of the charity, ensuring the smooth and efficient running of the organisation through a range of general and finance administration tasks relating to daily operations.

The Administrator will provide high-quality and efficient administration support across the organisation including its operations, activities and events, creating a well-ordered, efficient and positive environment for all those who engage with the company and with an ability to maintain a workflow in a fast-paced environment.

Working closely with the team, it is a great role for someone who is a highly focused individual and is energised by complex organisation and logistics. It is expected that the administrator will, under the direction of the Trustees and management, keep policy and safe working practice records up-to-date.

As well as having the required skills and level of experience as per the job specification below, this role requires someone with a positive attitude towards problem-solving, a warm and supportive personality, energy, and who is highly focused with a great attention to detail. Findhorn Bay Arts is looking for someone who is committed and excited by working in a creative environment.

### **Key Details**

Job Title: Administrator  
Contract: This is a permanent post subject to ongoing funding and employment review  
Location: Forres, Moray  
Salary: 20K per annum (pro rata to 3 days 12K per annum)  
Hours: P/T, 22.5 hours p/w (3 days equivalent), flexible working necessary  
Starting: July 2021 (earlier start date possible)  
Reporting to: CEO / Creative Director



Photo: Danny Boyle's Pages of the Sea at Roseisle Beach by Mark Richards

## Job Description

### Purpose

To provide general and finance administrative support relating to the operations of Findhorn Bay Arts.

### Responsibilities

#### General Administration

- Be the hub for company communications between core team, project leads, freelance artists, creating systems for information sharing, circulating schedules, organising meetings and social events as appropriate;
- Maintain company records, paper and digital, including filing, managing, and updating online databases (CRM), creating templates and processing spreadsheet/excel data for activity monitoring and reporting;
- Under the guidance of the Company's external IT consultant, set up new user IT profiles and email addresses, basic configuration of computers, printers and internet and trouble shooting of systems;
- Train and support staff and freelance project staff in IT and company systems including its CRM system;
- Ensure all relevant administrative paperwork is in place including schedules, contracts for staff, artists, and freelancers and preparing and managing rotas;
- Process and record all income and expenditure according to the Company's financial systems;
- Ensure all communication processes are GDPR compliant;
- Manage postal mail, telephone calls, and general company email inbox replies in a professional and timely manner.

## Finance Administration

- Manage and reconcile petty cash;
- Co-ordinate payroll and pension enrolment with respective providers;
- Coordinate external hires, room bookings, and equipment;
- Order supplies and maintain office and hire equipment;
- Provide general administrative support as required.

## Other Duties Include

- Assist the team and project leads with the organisation of events to include all logistical arrangements, agreeing and communicating schedules, managing invitations, RSVPs, and final guest lists;
- Maintain HR records for all staff, volunteers, work placements, internships, freelance staff, and artists and support recruitment and induction as required;
- Assist the Company Secretary with the preparation of annual returns and other statutory returns;
- Manage PVG checks as required for staff and volunteers;
- Ensure all company policies and procedures are kept up-to-date;
- Assist the Company Secretary with the preparation of monthly management accounts, budgets, and other ad-hoc reporting requirements for the Board;
- Contribute to company-wide discussions about policy, planning, future strategy, and budgets and attend meetings when required;
- Attend and represent FBA at relevant events, conferences, and performances on behalf of the organisation;
- Support the Marketing and Communications Manager to gather and collate data for evaluation of participation work.

As a small organisation the above responsibilities should not be considered as an exhaustive list.

Findhorn Bay Arts is committed to equality and fairness for all. People will be engaged based on their ability and merits of their suitability for the job. FBA will not discriminate on grounds of age, disability, gender, gender reassignment, race, religion or belief, or sexual orientation.



Photo: Findhorn Bay Arts Culture Day 2016 by Samantha Fraser

## Person Specification

### Essential Skills

- A passion for supporting arts and culture, and not-for-profit organisations;
- Demonstrable experience within an administration environment;
- Excellent administrative and time management skills, with the ability to set up and maintain administrative systems and procedures;
- Excellent verbal and written communication skills, with the ability to build effective relationships with team members, suppliers and with an initiative to handle enquiries appropriately;
- Excellent organisation skills combined with exemplary attention to detail and clarity of communication, with the confidence to take ownership of responsibilities and follow them through successfully;
- Self-motivated, efficient and an effective team member with the ability to work using their initiative with a positive and creative attitude towards problem-solving;
- A proficient multi-tasker;
- Good time management skills;
- Excellent numeracy skills;
- Excellent computer literacy with experience and enthusiasm in managing CRMs, cloud-based software and IT systems including all Microsoft applications (Word, Excel, PowerPoint, Publisher) and Adobe PDF;
- Experience in working with budgets and monitoring income and expenditure;
- Experience of book-keeping and book-keeping packages;
- Experience in managing payroll;
- Ability to collaborate and work effectively in a team;

### Desirable Skills

- Experience of administrative work within an arts environment;
- Experience in book-keeping or accounting in the retail sector;
- Experience of working in the arts and culture sector;
- Experience of working with Podio (CRM system);
- Willingness and enthusiasm to take up any training required with this post.

## **How to Apply**

Please send your CV and a cover letter stating your experience in relation to the person specification outlining how you meet the requirements and what you think you bring to the role (no more than two sides of A4).

**Deadline for applications: 12noon, Friday 7<sup>th</sup> May 2021**

**[PLEASE SUBMIT YOUR APPLICATION ONLINE HERE](#)**

Interviews will be held in person / online on Monday 17<sup>th</sup> May 2021.

If you require further information before completing your application, please feel free to contact [director@findhornbayarts.com](mailto:director@findhornbayarts.com) for an informal conversation about the role.