

Job description: Administrator

1 day per week (35 hours per month), fixed term until 31 March 2022

Purpose of role

The administrator will support the Upstart Projects and Voice team with company, financial and projects management including helping us to monitor the impact of our work.

About Upstart Projects

Upstart Projects is a charity championing youth voice and leadership. We run Voice magazine (voicemag.uk) and a range of training and projects which develop young people's voice in the arts (see: upstartprojects.uk)

About Voice

Voice is a magazine and platform for young creatives covering arts, culture, politics and technology. Our aim is to deliver contemporary, thoughtful and provocative content and to support young journalists and reviewers to cover the arts across the UK. We also run Arts Award on Voice, which is the official hub for young people taking part in Arts Award to find ideas, stories and inspiration.

Required skills

You must have an excellent eye for detail and demonstrable experience working with numbers in both spreadsheets and online accounting packages (we use Xero).

You will have good time management, efficient working practice and strong communication skills, and be comfortable working as part of a remote team.

You should be keen to increase young people's access to creative opportunities, and you are likely to be looking for a career in arts administration/management.

The tasks you will undertake include:

1 Financial Administration

- Receive and process invoices to our accounts package
- Draft monthly payslips, potentially supporting bank pay runs
- Help with financial reports (exports from accounts package) for our board and project leaders
- Raise invoices for commissions and training where needed
- Update project budgets with expenditure incurred
- Reimburse expense claims

2 Project/team administration

- Organise meetings for staff, trustees and participants, attending and taking notes where appropriate
- Book venues for events and training, arranging travel if necessary
- Support our Youth Voice Training programme as required

3 Impact reporting

- Circulate diversity monitoring forms, evaluation forms and any data capture requirements of funders for our projects
- Monitor all data captured by project leaders, ensuring information is captured for inclusion in evaluations
- Support fundraising applications with data collected from past projects

Line manager

Emrys Green, Business and Projects Manager

Rate of pay

Self-employed: £13.50 per hour (£108 per day)

PAYE fixed-term contract: £11 per hour. You will get 6 weeks holiday pro-rata included in a contract of 5 days per month, inclusive of bank holidays. This equates to a full time equivalent salary of circa £22k per year.

Contract and work schedule

The contract would start as soon as you are available in July. You will work from home or wherever suits you best. Whilst there will be some agreed meetings, the role can be undertaken at times that suit you, preferably with some hours allocated throughout the week.

If self-employed, you will invoice us at the end of each month for the time contracted and delivered, which we will pay early in the next month, always within 28 days.

To apply

Email hello@upstartprojects.uk with the subject line 'Administrator Application'.

Please include a cover letter of no more than two pages, or a video/audio recording of no more than three minutes explaining why you would like to take on the role with reference to the job description and a CV highlighting your previous work or volunteering experiences.

The deadline for applications is **12pm on 2 July 2021.**

We anticipate conducting virtual interviews on 7/8 July 2021.