** HMM Arts Ltd (The Hive)**

**JOB DESCRIPTION Project Administrator**

**Responsible to:**    Lead Programmes & Projects Manager, and Project Manager

**Line Manager:** Chief Executive Officer

**Post:** £10.20 per hour. 1 day per week (7.5 hours) – hours can be split over 2 half days, with the agreement of Line Manager. Based at The Hive, with some flexibility for remote working.

Fixed term contract until March 2024 with potential for extension, funding dependent.

6-month probationary period.

**Purpose of post:**

* To support the effective and efficient delivery of the charity’s wellbeing project activity
* To ensure a safe and welcoming environment for staff and all users of The Hive

**Duties include:**

To service and administrate creative workshops and activities

* Assisting the Lead Programmes and Projects Manager and Project Manager to ensure effective administration of:
* Calendar and venue planner entries
* Project contracts for artists and organisations
* Risk Assessments; dissemination to artists and partners for creative delivery

To collect and maintain records

* To collect and collate statistics of participants on projects and programmes at The Hive and at other venues
* To collect and collate statistics for The Hive brochure and evaluation reports
* To collect and record information on freelance artists’ CPD (continued professional development) gained with The Hive and elsewhere
* To log and provide updates to and reminders on staff and artists’ DBS (Disclosure & Barring Service) certification and public liability insurance
* To create a diary of reporting requirements for each project
* To establish a system for recording delivery of accreditation (ASDAN, Arts Award etc)
* To collate project timesheets

To maintain communication with staff and partners

* To respond to enquiries from interested parties wanting to engage with The Hive’s project activity
* To update and circulate project-specific promotional and informative material, such as The Hive Offer as and when required
* To provide supporting administrative tasks for the organisation

**To apply, please download the application form on our website** [**www.hiveonline.org.uk/jobs**](http://www.hiveonline.org.uk/jobs)

**Send your completed application form, along with a covering letter to Katie Jennings, CEO:** [**katie@hiveonline.org.uk**](mailto:katie@hiveonline.org.uk) **by the deadline. Do not send CVs.**

**Deadline for applications: Friday 26th August 2022**. Please note, applications after this date will not be accepted.

**Person Specification**

**The person appointed will have:**

* Administrative and computer skills, specifically Microsoft Word and Excel
* The ability to organise and prioritise work
* Excellent written and spoken communication skills
* The ability to work as part of a team
* Problem solving skills
* Good time management skills
* The ability to meet deadlines and keep calm under pressure
* The ability to make information accessible to a wide range of people
* A commitment to equal opportunities and inclusive practice

**Ideally, the person appointed will also have:**

* Previous experience in an administrative role
* Experience working as part of a team
* A broad interest in the arts
* Experience working for a charity