

Job Description & Person Specification Administrator/Executive PA



Recruitment Pack for Administrator

Job Title	Administrator/Executive PA
Reports to	Chief Executive
Contract type	Part-time 4 days a week for 1 year initially. Can be extended by mutual agreement
Salary	£28,000pa - £30,000pa (pro rata 0.8) + pension
Paid Annual Leave	28 days (pro rata) including UK public holidays + up to 10 additional discretionary days over Christmas/UK shutdown
IFSTL	Interest-free season ticket loan if required
Main contacts	CEO, COO, SMT, external stakeholders, Artists, Colleagues within the organisation, Trustees

About Us

Established in 1991, **Tomorrow's Warriors** is a leading talent development agency, creative producer, music educator and consultancy specialising in jazz. Co-founded and led by Gary Crosby OBE and Janine Irons MBE, we nurture nascent talent and help aspiring young artists discover their magic, achieve creative ambitions, and build engaged, diverse audiences.

We champion diversity, inclusion and equity in the arts. Whilst inclusive, our pioneering Young Artist Development Programme primarily supports the early careers of young musicians from BAME backgrounds, female musicians and those whose financial or other circumstances might lock them out of opportunities to pursue a career in the music industry.

Over almost three decades, Tomorrow's Warriors has proved a crucial development platform for many of the artists now tearing up international jazz stages – Moses Boyd, Nubya Garcia, Cassie Kinoshi and Nérija, Femi Koleoso and Ezra Collective, Binker Golding, Shabaka Hutchings and Sons Of Kemet, Cherise Adams-Burnett, Eska, Denys Baptiste, Soweto Kinch, Zara McFarlane, and so many more...

"If you want to know who passed through their doors, it might just be easier to ask who didn't: the list is long and comprehensive." **Emma Warren, Red Bull Academy**

We have ongoing residencies at Southbank Centre and Rich Mix in London and are proud to be a National Portfolio Organisation of Arts Council England and PRS Foundation Talent Development Partner. Our Young Artist Development Programme is currently hosted at Southbank Centre where we deliver a comprehensive programme of learning and training activity each week for young people aged 11-25, all of which is offered free at the point of access.

As creative producers we have a busy and diverse artistic programme ranging from one-off gigs to national and international tours, working with professional artists, bands, promoters and festivals.

[Examples from our Professional Concert & Tours programme](#)

As award-winning music educators we are acclaimed and respected for our outreach activity in schools and community groups.

[Example of our Outreach Programme – The Jazz Ticket](#)

“This a cultural giant, a music making dream team, with generosity at their heart.” **Cerys Matthews, BBC Radio 6 Music**

Our Vision

We believe in a world where opportunities for participation, ownership and leadership in music and the arts are available to all.

Our Mission

We aim to inspire, foster and grow a vibrant community of artists, audiences and leaders who together will transform the lives of future generations by increasing opportunity, diversity and excellence in and through jazz.

We are proud to be a truly multicultural company as seen through our artists, our audiences and our team. We welcome applications from any individual regardless of ethnic origin, gender, religious belief, sexual orientation, disability or age. All applications will be considered on merit.

This is an exciting time to join our team as we drive forward an ambitious programme of business and artistic development.

“Can’t overstate the impact Tomorrow’s Warriors has had on the current music scene in London.”
Gilles Peterson, Worldwide FM/Brownswood Recordings

[Visit the website](#) (new website to be developed)

Our Offices

We are located in self-contained offices in Harrow, NW London at:

1st Floor, 73 Canning Road, Harrow HA3 7SP.

The post will be based at our offices in Harrow. Our nearest station is Harrow & Wealdstone, which has excellent rail links to London Euston (12 mins) and interchanges at Clapham (34 mins), Willesden (16 mins) and Watford (8 mins). The Bakerloo tube line also terminates here.

IMPORTANT NOTE ABOUT THIS ROLE

This is not an artistic or production role, nor is it solely a PA role. We need someone who has solid experience in, and enjoys admin/office systems, office and data management, negotiating utility/service contracts, developing/implementing administrative processes, working with databases and spreadsheets, helping the SMT prepare data and narrative reports for funders and supporters, and the such like.

Administrator/Executive PA Role and Responsibilities:

Executive PA support

To support the Chief Executive Officer with PA/EA support including:

- Production of correspondence, presentations and reports
- Proof reading and formatting documents
- Diary and travel management
- Coordinating meetings and taking minutes
- Organising events to promote the organisation and facilitate fundraising
- Assist CEO and SMT with coordination of both internal and external communications
- Any other tasks as may be required to enable the CEO and SMT to carry out their work effectively.

Data Management

- Database and mailing list management, including sourcing, planning, implementing and maintaining a new CRM database
- Collect and analyse data to enable us to gain insight and report on our impact, and identify potential improvements
- Collect Gift Aid declarations
- Manage all GDPR and data security
- Maintain TW's registration with the Information Commissioner's Office (data protection)

Communications

- Work with designers to build a new website
- Update website to ensure web visitors have access to up-to-date information
- Writing, posting and sharing social media content
- Manage TW's online calendar

General Administration

- Provide day-to-day support to the SMT and other team members
- Be the first point of contact, dealing with phone and other enquiries, board members, support staff, visitors and other stakeholders as required
- Use a range of office software, including, spreadsheets and databases, to ensure the efficient running of the office.
- Maintain or develop and implement administrative systems, including record management and document control in consultation with the CEO and COO
- Coordinate IT/telecoms services and service providers and support the team in fault resolution

Site Maintenance / Management

- Manage office leases, maintenance contracts, insurances and renewals
- Liaise with landlord as appropriate

Other

- Attend a range of TW events throughout the year and represent TW at external events
- Any other tasks as may reasonably be required by management

PERSON SPECIFICATION

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- Tomorrow's Warriors is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disability or age (up to 65). This person specification is designed to assist the interviewing panel assess the experience and skills of candidates in a systematic and consistent way. It is available to all job applicants for information and your supporting statement should address the requirements.

Essential Experience

- At least 3 years' experience of working closely (preferably as an executive assistant or administrator) with senior individuals in an arts/creative organisation
- Excellent organisation, time management and information management experience
- Experienced in negotiating with suppliers and service providers
- Experience in minute-taking
- Experience of CRM systems/database management and integrating data into business processes

Key Skills

- Excellent communication skills, both written and oral
- Exceptional attention to detail
- Confident user of social media
- Excellent interpersonal skills, able to manage relationships with a diverse range of stakeholders and personalities.
- Computer literate in all major packages, including the full suite of Office 365.
- IT-savvy so as to be able to provide basic support where needed.

Personal Qualities

- A fan and supporter of music and the arts, especially jazz
- Passion and enthusiasm for the organisation's work supporting musical talent
- Proactive with the ability to work effectively both independently – managing own workload effectively without direct supervision – and as part of a team
- Ability to work and stay calm under pressure, prioritise effectively and meet deadlines
- Highly adaptable, with ability to work flexibly and to manage competing priorities
- Emotionally intelligent, with the ability to communicate effectively and empathetically
- Demonstrate demonstrate high degree of confidentiality, discretion, initiative and tact
- A good sense of humour

The post holder will be required to apply for an enhanced Disclosure and Barring Scheme (DBS) check in accordance with Tomorrow's Warriors' Safeguarding Policy.

HOW TO APPLY & RECRUITMENT SCHEDULE

An application pack can be downloaded from the [Jobs page on our website](#). Complete and return the application form with supporting statement along with the Equal Opportunities Monitoring Form to jointheteam@tomorrowswarriors.org

Interviews will be held at Tomorrow's Warriors head office at 73 Canning Road, Harrow HA3 7SP, near Harrow & Wealdstone Rail & Tube Station. There are fast trains from Euston mainline (12-14 mins) plus good connections to Clapham/Willesden/Watford Junctions.

Further details will be sent to shortlisted candidates. Please note that, due to the anticipated volume of applications, if you do not hear from us within one week of the closing date, then regrettably your application has been unsuccessful.

Recruitment Schedule

03 June 2019	Closing date for applications Shortlisting as applications are received
12 June 2019	First interviews
19 June 2019	Second interviews
24 June 2019	Earliest start date
22 July 2019	Latest start date

In case of query, please contact Gloria Fagbemi on 020 8424 2807 or email jointheteam@tomorrowswarriors.org

We look forward to receiving your application.

Good luck!