## OPERATIONS CO-ORDINATOR RECRUITMENT PACK

**SUMMARY**

SICK! Festival is seeking a flexible and efficient individual to support its Senior Management Team to deliver the organisation’s financial, operational and programme objectives.

Reports to: CEO/Artistic Director (as PA)

 Executive Director (for Finance, Governance and Office Management)

Contract: Full Time

Salary: £20-24k per annum, dependent on experience

Start date: Immediately if possible

**RESPONSIBILITIES**

1. OFFICE MANAGEMENT

The Operations Co-ordinator has responsibility for ensuring the efficient day-to-day running of the SICK! Festival office.

This includes:

* Administration, maintenance and development of business and IT systems (Microsoft Office, Google and Mac OS)
* Acting as first point of contact for telephone and email enquiries
* Updating databases and mailing lists
* Control of stationery and other office equipment
* Maintaining HR records, including leave and sickness
* Maintaining and issuing contracts
* Booking travel and accommodation for staff

2. FINANCIAL MANAGEMENT

Working with the Executive Director, the Operations Co-ordinator has responsibility for completion of bookkeeping.

This includes:

* Recording financial activity in accountancy software (Sage One)
* Bank reconciliation
* Invoicing and credit control
* Payroll
* Supporting the Executive Director in production of management accounts and financial reports

3. PA FOR THE ARTISTIC DIRECTOR/CEO

The Operations Co-ordinator supports the Artistic Director/CEO through:

* Diary management
* Arranging travel and accommodation, nationally and internationally
* Email management
* Research and information gathering; the production of documents, presentations and reports

4. MARKETING

* Supporting the Marketing Manager in research and information gathering; costs and logistics of marketing campaigns
* Social media scheduling

5. GOVERNANCE

The Operations Co-ordinator supports the Board and Senior Management Team deliver excellence in governance through:

* Recording minutes of Board and sub-committee meetings
* Scheduling meetings, collating and circulating papers

**PERSON SPECIFICATION**

SKILLS

* Well organised with a focus on completion and delivery (E)
* Good at working with people (E)
* Confident and assertive (E)
* Highly literate and numerate (E)
* An interest in the arts (D)

EXPERIENCE

* Knowledge and experience of Microsoft Office, Google Drive and Mac OS Software (E)
* Experience of working with accountancy software or with financial procedures and systems (E)
* Experience with a social media management tool (D)
* Experience of committee meetings and/or taking minutes (D)
* Experience of managing the diary of a senior director (D)

**HOW TO APPLY**

Please send your CV, a covering letter of no more than two pages, and a completed equality monitoring form, to rosalyne@sickfestival.com

Closing date for applications: 9am on Monday 4th March 2019

Interviews will be held in Manchester on Thursday 7th March 2019