

LIVERPOOL'S ROYAL COURT

Administrator to the Chief Executive - Job Description

Our Mission: To be known throughout the UK as a leading producer of quality theatre and inspiring engagement programmes for non-traditional theatre audiences. To be a key organisation through which audiences can develop a love for theatre in all its forms.

Our Purpose: Putting our audiences and participants at the heart of all we do. We bring joy and laughter to people by putting real Liverpool lives on stage, presenting our work in a unique way to engage non-traditional theatre audiences.

Our Belief: That our brand of theatre production and participation programmes can be enjoyed by most people whether they have had previous theatre experiences or not.

Our Core Values:

Liverpool's Royal Court

Discovers and nurtures Liverpool talent on stage and off

Creates high quality, made-for-audiences entertainment and participation activities

Includes all audiences, especially those from low income sections of society

Shows the best of Liverpool to the world

Terms and Conditions of this role:

- **Duration:** Permanent
- **Salary:** £25,000 - £30,000 per annum
- **Working Hours/Pattern:** 40 hours per week. Generally Monday to Friday, 10.00 – 6.00 hours but some evening and weekend work may be required from time to time. Flexible working arrangements will be considered.
- **Annual Leave:** 28 days per year including bank holidays
- **Location:** Liverpool's Royal Court Theatre, 1 Roe Street, Liverpool, L1 1HL

About this role:

This is a vital role in the organisation, calling for a high calibre person with a proven track record of working as an administrator who can provide support to the Chief Executive and Board of Trustees.

It requires a resilient individual who can both serve others and act on their own initiative, using common sense and discretion, while working to tight deadlines and the highest standards.

This role could be for you if you if you:

- Want to learn about and understand an organisation at the most senior levels
- Are highly organised and able to organise others
- Have at least 3 years of experience working as an administrator
- Are good at prioritising and working under pressure
- Are good at working as part of a team
- Can bring a flexible approach to standard systems and procedures

- Can look for innovative solutions to problems
- Have a sense of humour

Key Responsibilities:

- Provide administrative support to the CEO and Board of Trustees
- Attend meetings with the CEO and record and implement actions in conjunction with the CEO
- Deputise for the CEO when appropriate
- Record internal and external meetings with CEO and help to maintain the momentum of the organization
- Collect and report information as requested by the CEO for funders and stakeholders
- Compile reports for funders and stakeholders containing outputs and evidence at the end of projects

Additional Tasks:

- Any other duties that may be required as part of the role as requested by the Senior Management Team
- Be available for occasional evening and weekend work

Person Specification:

- Good sense of humour
- Share the ethos and values of the theatre
- Excellent communication skills, both verbal and written and for a wide range of people at different levels of seniority
- Good listener and able to precis complex information
- Has the ability to use own initiative, can demonstrate practical common sense, and work independently without supervision
- Good at prioritising
- Able to bring a human approach to implementing policies and procedures
- Understand the necessity of dealing carefully, and within data protection legislation, with confidential matters, including handling both personal and business-critical information
- Perform consistently well whilst managing a diverse and, at times, extremely busy, workload across flexible working hours
- Basic knowledge of IT systems and networks
- Competent and experienced with Microsoft and CRM database packages
- Is able to hold a DBS disclosure certificate

Application and Selection Process:

To apply please read the Job Description carefully and send;

1. Covering Letter
2. CV
3. Completed Equal opportunities form

Closing date for applications: Monday 9th August 2021

Interviews will take place during August