



www.pop-up.org.uk
www.pop-up-hub.com

Please call us on 07450 837 737 if you need the job description in an alternative format.

COMPANY ADMINISTRATOR

THE COMPANY

Pop Up is a non-profit social enterprise delivering imaginative, immersive children's literature programmes which have a transformative impact on reading and writing skills and teaching practice, often in deprived schools and communities. We also deliver talent development projects for diverse and emerging writers and illustrators.

Pop Up currently has **Arts Council England National Portfolio Organisation** status (2015-2022) - NPOs are national leaders in their fields, in our case children's literature. Find out more about our work [here](#).

We are a team of five full-time staff and on the lookout for an experienced, dedicated and highly organised Company Administrator with exceptional communication (written, presentational, verbal) and time management skills to support all aspects of organisational and project activity. You would be joining Pop Up at a hugely exciting time, and would help us achieve our ambitious plans for national expansion and the raising of our profile and reputation internationally.

Our Company Administrator will work closely with the Director, Company Manager and Education Manager, occupying a pivotal position at the very heart of the organisation, and so must be adept at working with different people and multi-tasking across diverse strands of our work.

THE ROLE

The Company Administrator - working as part of an energetic and ambitious team and reporting to the Company Manager - will be responsible for:

- **Supporting administration and delivery of our annual Pop Up Festival** (national schools programme) and **Pop Up Lab** (practice-sharing conference);
- **Communicating with a variety of stakeholders and maintaining excellent relationships**, e.g. with schools, publishers, authors, museums, galleries, libraries, and other education/arts sector partners;
- **Creating content for, laying out and disseminating important internal and external documents**, incl. agreements and contracts, briefings, and reports;
- **Supporting marketing and sales activities**, incl. implementing diverse comms tasks (e.g. social media); as well as researching, approaching (with additional training) and tracking prospects;



- **Bookkeeping and supporting financial administration**, incl. monitoring budgets and cash flows, managing invoices and liaising with funders and payees;
- **Implementing and disseminating evaluation assets** and monitoring and collating data and evidence for regular and annual reporting;
- **Supporting fundraising** incl. via earned income (e.g. educational products and services, consultancy), grants, sponsorship and new business cultivation;
- **Maintaining our [company website](#)** and supporting maintenance of [Pop Up Hub](#);
- **General activities** such as spreadsheet and information design, systems development and management, databasing, scheduling, team logistics (incl travel and accommodation), minuting.

ABOUT YOU

You will have at least 3 years experience working as a general or project administrator - in the arts, creative industries, social enterprise or charitable sectors - ideally showing progression (in terms of skills, knowledge, experience, developing areas of specialism). We will consider applicants with less than 3 years experience where they have a relevant degree (e.g. arts administration) plus minimum 1 year work experience.

You are a good multitasker and problem-solver, thinking on your feet and capable of taking initiative independently and swiftly. You are an excellent and confident communicator, able to speak out and contribute to dialogue internally and externally, comprehend and articulate instructions, and to represent our organisation and work succinctly, including in emails.

You would become vital part of a small, dynamic and ambitious team with an 'All hands on deck!' philosophy, bringing with it personal and professional advancement opportunities, as we all continuously upskill and grow with our work. Experience of the literature /publishing or education sectors would be a definite plus.

We are seeking applications from candidates with the following **essential** skills:

1. Excellent time management skills, ability to work fast, independently and to deadline
2. Adept at multitasking and working with multiple staff members across multiple strands of work
3. Outstanding written, oral and presentational communication skills
4. Strong information design skills; ability to present information in a variety of formats and to different audiences

And the following **essential** experience:

5. Logistical planning for and administering of projects and events, ideally arts-related
6. Bookkeeping and financial admin; creating, monitoring and managing budgets and cash flows
7. Managing a large number and variety of relationships with different groups of stakeholders, i.e. both individuals and organisations



And with a **minimum of three (ideally four)** of the following **desirable** skills:

1. Managing relationships with education sector bodies, especially schools
2. Contributing to evaluation, research and funding reports
3. Contributing to successful grant applications
4. Supporting marketing and / or sales activities
5. Implementing and / or designing social media strategies
6. Writing for digital purposes (newsletters, blogs)
7. Maintaining websites and managing content (ideally with Wordpress)
8. Recruiting and / or managing volunteers

APPLICATION PROCESS

To apply please email, as separate PDF attachments, a CV of no more than two A4 pages and a cover letter of no more than 500 words telling us about yourself and how you fit this role to applications@pop-up.org.uk.

Salary: £28,000 per annum with annual increase of 3%

Location: Bethnal Green, East London

Deadline: 11/09/2017, 3pm

Interviews: 15/09/2017; shortlisted applicants will be contacted by 12pm on 13/09/2017

Start date: October 2017 (as early as possible)

Role type: Full-time, one-year contract with a view to renewal thereafter, contingent upon good performance

EQUALITY AND DIVERSITY STATEMENT

Diversity is at the heart of our model in terms of the places we choose, the artists with whom we work, the audiences we strive to reach, and our organisational culture. We value cultural and linguistic diversity, because it enhances the richness and variety of our artistic output and enables us to connect with multicultural audiences. At same level of aptitude and suitability for an open position, candidates with a BAME (Black, Asian and minority ethnic) background or who are disabled will be preferred.

Because this role will involve contact with children and young people, and safeguarding children is foremost in our priorities, the successful applicant will be DBS checked - i.e. we will check whether there are any entries on the police record. If this concerns you please let us know so we can discuss any implications. But do note that having a past criminal record will not automatically disqualify you from working with us. We have a written Policy on the Recruitment of Ex-Offenders available upon request.