

# Fairbeats!

## Administrator

Job Description and Application Information



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# Summary of role



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The Administrator will play a vital role in the smooth running of Fairbeats' projects, activities and processes. They will be responsible for ensuring participants, music leaders and partner centres receive information about projects and activities, and that activities have been organised and delivered safely. They will also be involved in organising logistics including venue bookings, arranging project and meeting dates, processing music leader invoices, and supporting social media and website development.

# Outcomes of Administrator role

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<b>For the Administrator</b>	<b>For music leaders</b>
<ul style="list-style-type: none"> <li>• To be part of a small, communicative team and feel supported in all elements of their work</li> <li>• To be supported to progress and have opportunities for professional development</li> <li>• To build relationships with children, young people, families, music leaders and partners</li> <li>• To deepen experience of working for a small charity working with young refugees and asylum seekers, and to learn more about our partner organisations</li> <li>• To deepen project management skills</li> </ul>	<ul style="list-style-type: none"> <li>• To receive contracts and information sheets about projects and training/planning sessions in advance</li> <li>• To receive timely communication by email/phone prior to a project</li> <li>• To receive swift payment of their invoices</li> <li>• To have sessions covered in case of absence</li> <li>• To have their DBS and safeguarding certificates updated when necessary</li> <li>• To have any equipment sourced prior to sessions</li> <li>• To have planning and debriefing sessions for projects organised</li> </ul>
<b>For young people and families</b>	<b>For the Fairbeats core team</b>
<ul style="list-style-type: none"> <li>• To receive information about booking onto projects and activities</li> <li>• For activities and projects to be organised and delivered in a considered and safe manner ensuring highest levels of safeguarding and wellbeing</li> <li>• To have information signposted to them about additional opportunities, and be supported to attend those opportunities</li> <li>• To know that their needs, interests and lives will be recognised by the Administrator and have any adaptations made to projects to support their learning and development</li> </ul>	<ul style="list-style-type: none"> <li>• For the administrator to take responsibility for day to day administrative tasks including managing one-off projects and trips, booking meeting dates and venues, creating risk assessments, processing invoices, taking meeting notes, and contributing to all internal administrative systems and processes</li> <li>• To keep a good relationship with partner organisations and Music Leaders</li> <li>• To support at sessions where necessary to gather and collate evidence for evaluation purposes</li> <li>• To support with researching information for fundraising bids and contributing to collating and analysing evaluation data for funder reporting</li> <li>• To support with social media and website development</li> <li>• To have the administrator contribute to monthly team days and operational meetings to share thoughts for development and improvement</li> </ul>

# About you

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We are looking for someone who demonstrates a strong desire to support music-making with children in challenging circumstances. In particular, someone with a genuine interest in, and commitment to working with refugees. You will enjoy and be confident in organising community projects and have strong organisational, communication and administrative skills.



# Qualities of our new Administrator

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- Passionate about supporting community music activities for young people
- Have a genuine interest in, and commitment to working with refugees

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- Knowledge of, or willingness to learn Google Drive and associated programmes
- Organised, with the ability to prioritise and manage own workload

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- Experience of, or willingness to learn health and safety and safeguarding administrative processes (including risk assessments, DBS certificates, safeguarding training)

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- Enjoys, and is confident communicating with a range of people (including families many of whom may have English as an additional language) by phone, email, in person and WhatsApp/text messages

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- Can problem solve and use their own initiative

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- Commitment to anti-racism and taking a decolonial approach
- Commitment to professional development and self-reflective practice
- Willingness to be flexible and responsive to a busy and sometimes challenging environment

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# Experience

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Finding someone with the right qualities who shares our values is more important to us than length of experience or qualifications, and we welcome anyone with the qualities above to apply.

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However, as a guideline, we would recommend that you have at least one year's experience of working in a similar capacity, preferably within an arts context or experience of working with refugees, asylum seekers and migrants.

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We are very flexible with this, so if you are unsure please get in touch to have a chat before applying.

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# Employment details

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## Hours of work

Between **22 and 26 days (7 hour days)** between **January 2025 and 31st August 2025**. The workload fluctuates with the lead up to school holiday periods being busier, so workload will often be heavier around that time with some quieter periods during term times. **Hours are flexible to suit the needs of the successful applicant.**

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## Fee/terms of employment

The role is offered on a freelance self-employed basis with a current fee of **£140 per day/£20 per hour** with the possibility of additional work throughout the year. The contract is until the **end of August 2025** with the aim to extend beyond subject to funding. (Payment is made by invoice on a self-employed basis. The successful applicant is responsible for their own tax and NI contributions).

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We understand the importance of swift payment for freelancers. Invoices are paid on a fortnightly or monthly basis and we issue clear dates and deadlines for when invoices will be processed.

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## Locations

**Remote based working**, with monthly visits to Lewisham Music (Bellingham) for team days, and occasional project visits to centres in South London.

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# What you'll get from us

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## Professional development

- Annual safeguarding training
- Signposting to additional training opportunities (plus financial support where there is a cost attached, subject to budget availability)
- Possibility of additional Fairbeats work on an ad hoc basis
- Regular mentoring/supervision with another member of the core team
- Annual role reflection with another member of the core team

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## Mentoring and emotional support

- Weekly check-in, supervision and support from another member of the core Fairbeats team with the option of sourcing additional emotional support if required
- Support available from Fairbeats Mental Health First Aiders

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*We are a reflective organisation and are keen that anyone who works with Fairbeats has the support to reflect on their practice and the opportunity to learn and grow. Through the application and interview process, and once in post, we will consider training, development and support needs in collaboration with the role-holder. Potential development includes mentoring with external practitioners, training (e.g. members of the team have recently participated in decolonisation training via Future Learn and one of our music leaders has delivered training in trauma-informed practice for our Future Leaders team), and supervision to support psychological wellbeing and safety at work.*

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# How to apply

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**To apply for this role, you can either send:**

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- a CV (2 page maximum) and covering letter (2 page maximum) **or**
- a short video/audio recording of no longer than 5 minutes

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**In your application, please include the following:**

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1. Outline your previous relevant experience and how it meets the outcomes listed above
2. Tell us why you are interested in the role and Fairbeats
3. Tell us how you meet the qualities we are looking for in our new Administrator

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If you have any questions or would like an informal chat about the role with one of the team, **please contact Helen Hendry: [helen@fairbeats.co.uk](mailto:helen@fairbeats.co.uk)**

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# Timeline

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**Applications should be emailed to Helen Hendry, Programmes and Operations Director [helen@fairbeats.co.uk](mailto:helen@fairbeats.co.uk) by 9am on Thursday 5th December.**

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**Closing date:** 9am Thursday 5th December 2024

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**Interviews taking place:** Friday 13th December 2024, in person at Lewisham Music\*

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**Start date:** January 2025

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\*As we are a small, part-time team, it is difficult for us to arrange alternative interview dates. Please let us know when you apply if you are unable to attend this date, and we will do our best to accommodate.

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***Fairbeats aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of people we work with in our projects. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people to apply from the refugee, asylum seeking and new migrant communities we serve.***

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**You can find out more about our work at [www.fairbeats.co.uk](http://www.fairbeats.co.uk).**