

# ADMINISTRATION ASSISTANT RECRUITMENT PACK

**May 2024**



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## What we do

**We are Youth Music.** We're the UK's leading young people's music charity. And we believe that every young person should have the chance to make, learn and earn in music and wider creativity.

Yet our research shows that many can't because of who they are, where they're from or what they're going through.

We leverage our insights, investment, and influence to build a national grassroots infrastructure that ensures the future of music is more inclusive, diverse, equitable and accessible.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.

For more information, visit [www.youthmusic.org.uk](http://www.youthmusic.org.uk). Read more about our funding programmes on the [Youth Music Network](#).

"I joined Youth Music after completing an internship post university. It has been amazing. I've developed a lot both professionally and personally. This is due to the supportive and inclusive nature of Youth Music. I find communicating with my colleagues easy and effortless. I wanted to work for an organisation with a good vision, goal, and environment which Youth music has proven itself to be and more. My colleagues on every level, are open, kind, and ready to help in a timely manner. The atmosphere of Youth music is warm and inviting. I'm happy to be a part of such an amazing vision and goal" – **Temí, Finance & Admin Assistant, July 2023.**

## Diversity & Equal Opportunities

Youth Music is an equal opportunity and [Living Wage employer](#). We are committed to attracting, recruiting and retaining diverse candidates. It's important that our team reflects the communities we serve.

We are currently under-represented by individuals from a working-class background, the Asian/Asian British community and wider Global Majority, Disabled people, the Trans community and people of faith.

If you are Disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview. Youth Music is a [Disability Confident](#) Committed Employer and we are committed to making adjustments that would support you in applying for, or carrying out the role.

Please contact [constance.dingri@youthmusic.org.uk](mailto:constance.dingri@youthmusic.org.uk) if you have a disability

and/or access requirements or if you wish us to consider any other reasonable adjustments to ensure the interview process is fully accessible.

## Salary and Benefits

**Salary:** £25,000 per annum

**Pension:** 8% of salary towards a non-contributory group pension

**Contract:** **Fixed term contract to 31<sup>st</sup> March 2026, (with the potential to extend)** full time (37.5 hours per week). We operate a blended working approach where you will be required to work in the office three days a week, Tuesday, Wednesday & Thursday.

**Location:** The Print Rooms, 164 – 180 Union Street, London, SE1 0LH

**Holidays:** 25 days plus public holidays and additional days over the Christmas period when the office is closed.

### Additional benefits:

- Learning and development opportunities.
- A loans programme to cover the initial cost of, for example a bike to cycle to work or gym membership.
- Death in service insurance.
- Critical illness insurance.
- Income protection insurance for illness.
- An employee assistance programme.

There is also an opportunity to fully engage in the staff led Values Committee, Environmental Working Group and the Inclusion, Diversity, Equality and Access (IDEA) working group.

## About you

We're seeking an Administration Assistant to work alongside the Office Manager to provide Grants, Office and Finance admin support across the organisation to ensure the smooth running of Youth Music's operations. The successful candidate will be a proactive individual, able to look ahead and plan for what's coming up. You'll also have strong IT and communication skills, experience managing multiple tasks and deadlines, with an eye for detail and an interest to work in the charity sector. You must have at least one year's continuous experience working in a similar role.

Your administrative skills and experience will help us work towards our organisational outcomes; to equalize access and outcomes for children and young people, empower projects and professionals to survive and thrive, and inspire change amongst the creative ecosystem.

You'll be excited by the opportunity to join the UK's largest young people's music charity, working in a varied and busy role within a collaborative, supportive environment.

## Key responsibilities

### Office & Finance Administration

- Working alongside the Office Manager to ensure the smooth running of the office.
- Responding to general enquiries.
- Co-ordinating the weekly staff office duties rota.
- Co-ordinating the internal meeting room booking schedule.
- Support the Office Manager to coordinate the prompt and accurate weekly grants and invoice authorisation and payments process.
- Working alongside the Office Manager in the review of supplier's contracts.
- Preparing the monthly petty cash and credit card reconciliation for authorisation.
- Depositing cheques and cash donations as soon as they are received and recording transactions.
- Overseeing the Finance inbox, monitoring enquiries and invoices.
- Ensuring all finance records are filed accurately and systematically.
- Provide HR administrative support.
- Providing administrative support across all teams as and when required.

### Grants Administration

- Coordinate grants programme shortlisting and assessment panel meetings including:
  - Setting up room bookings and online meeting links.
  - Inviting internal colleagues and external panellists.
  - Preparing and circulating papers.
  - Room set up, greeting visitors, and arranging drinks and refreshments.
  - Minuting meetings.
- Schedule the Grants and Learning Team enquiry rota, events and 1:1s for prospective applicants.
- Collate photos, music and other digital assets from funded partner reports for use on our communications channels.
- Provide administrative support for our youth participation activities.
- Supporting our work with Funding Advisors, including scheduling training, checking availability, and tracking invoices.

## General

- Carrying out all such additional duties as are reasonably commensurate with the role.
- This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

## Person specification

### Essential

- At least one year's continuous experience working in a similar role.
- Strong administration skills.
- Strong communication and interpersonal skills.
- Proactive approach to completing tasks and problem solving.
- High level of proficiency using Microsoft Office, including Excel and Outlook.
- Strong finance skills.
- Experience of using cloud-based invoice processing/database systems.
- Knowledge of and commitment to inclusion, diversity, equality and accessibility.

### Desirable

- Experience in a charity, agency, youth or music organisation.
- Experience in writing meeting minutes.
- An understanding of the principles of data protection.
- Awareness of financial fraud risk management.
- Knowledge of grant making.
- Knowledge of using Salesforce and other databases.
- Understanding of the music education and / or music industries landscape.
- Passion for music and interest in its benefits for individuals and society.

## How To Apply

To apply please [visit our website](#). You'll need to complete the following, sending them to: [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk) with the subject line 'Admin Assistant Application'.

- Application Form
- Applicant Details Form
- [Equal Opportunities Form](#) (this is an online anonymous form to complete)

We also accept video/audio applications; please include the same information shown in the written application format.

Deadline for applications: **5pm, Friday 28<sup>th</sup> June 2024.**

Suitable candidates will then be invited to an in-person interview to be held on **Monday 8<sup>th</sup> July 2024** at Youth Music's offices. Youth Music will cover travel expenses for successful candidates that attend their interview.

Unfortunately, due to capacity, we will only be able to contact candidates that have been shortlisted to interview.



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REGISTERED CHARITY NUMBER: 1075032  
LIMITED COMPANY NUMBER: 03750674