



## **Administrator (full-time) Job Application Pack**

### **ABOUT STOPGAP DANCE COMPANY:**

Stopgap Dance Company is driven by a diverse creative team who uses dance as a movement for change.

Our vision is to create an inclusive world where diversity is not just accepted but pursued, a world where no one is limited by prejudice against D/deaf, disabled, or neurodivergent people.

Working with an artform shaped by human touch and energised by the spark of connectivity, our productions demonstrate the compelling power of diversity and inclusivity. We move together to create a remarkable experience that transforms society's perceptions of difference and dismantle the inequity of privilege, in dance and in all aspects of living, collaborating, and creating together as humans.

Our work is both focused on and born out of the company's rigorous investment in equity and inclusive culture. We are committed to removing barriers to dance, nurturing the talents of dancers born into any body and any mind.

The company receives core National Portfolio Organisation funding from Arts Council England to devise and tour original dance productions.

### **APPLICATION PROCESS:**

**Deadline for applications:** Monday 11<sup>th</sup> April 2022 by 9am

**Interviews** will take place on Wednesday 13<sup>th</sup> April 2022 from 9am (via video call)

**Application:** We accept alternative forms of application. The most important thing is a covering letter outlining why you would be suitable for and interested in the post. This can also be a video or audio recording. Please also include a CV

Please send your application to Charlotte Mackie, General Manager, on [admin@stopgapdance.com](mailto:admin@stopgapdance.com) by the deadline.

Please also complete our Equal Opportunities Monitoring form online [here](#). The form is also available at the end of this application pack for you to email or send back.

Full link for the online Equal Opportunities form:

<https://docs.google.com/forms/d/e/1FAIpQLSdNi5rRUc0KCPTpil4s0jywI0ZSR1wLI1FB8s70wi4J44dTtw/viewform>

**Salary:** Minimum £19,500 - £22,000 depending on experience

**Hours:** 37.5 hours a week. Mostly weekdays and flexible. Evening and weekend work may be required from time to time. Stopgap Dance Company operates a Time Off In Lieu (TOIL) system

**Work base:** Stopgap office's at the Farnham Maltings, Bridge Square, Farnham, Surrey, GU9 7QR, with occasional home working. The Administrator needs to live within commuting distance of Farnham.

**Contract:** Fixed Term contract until 1<sup>st</sup> April 2023 (this contract is likely to be extended, but it is dependent on funding)

For more information about Stopgap Dance Company, please visit:

<http://stopgapdance.com/about>

*Stopgap Dance Company is open to receiving applications from those who may not immediately fulfill the essential criteria such as recent graduates or those considering a career change, as long as they can demonstrate enthusiasm in growing to meet the essential criteria. The company has an inclusive and nurturing environment and is keen to provide career progression opportunities to people with strong commitment and ambition.*

*Stopgap Dance Company is particularly keen to receive applications from people who consider themselves to be in minority groups or be in disadvantaged circumstances.*

## **ABOUT THE ROLE:**

### **Key Responsibilities:**

#### **Financial Administration**

Supporting the Executive Producer and General Manager in keeping financial systems in good order. Applicants are not expected to have direct experience of financial administration, as appropriate training will be provided. However, applicants are expected to be comfortable with working with numbers and spreadsheets. Day to day role will involve:

- Inputting financial information into existing management systems
- Creating and filing outgoing invoices and managing incoming invoices and regular payments with sign off from General Manager
- Administering employees' expense claims and ensuring their reimbursement

#### **Human Resources**

The Administrator will assist the General Manager in coordinating the company's HR. Prior experience is not necessary, as appropriate training will be provided. However, applicants are expected to have confidence in working with new IT software and demonstrating strong organisational skills for data management. Day to day role will involve:

- Monitoring staff timesheets through People HR software and updating TOIL totals monthly

- Drafting contracts for core and freelance staff to be signed off by the Project Managers and maintaining the monitoring spread sheet for these contractual periods
- Coordinating and maintaining DBS checks for core, freelance staff and volunteers
- Planning and organising regular company training sessions with external trainers with guidance from the General Manager

### **Monitoring and Reporting**

As a charitable organisation, Stopgap has various funders with different reporting frameworks. The postholder will work closely with the Executive Producer to maintain data management systems on our online platforms, so that appropriate report can be drafted for reporting to funders. Appropriate support will be provided during the probation period. However, applicants are expected to be comfortable with data management systems. Day to day role will involve:

- Coordinating Board and management meetings
- Taking minutes for Board Meetings and other meetings where needed
- Coordinating the collection of data from our charitable activities for monitoring and reporting purposes to funders, maintaining the spreadsheet that holds this data
- Supporting the senior management team in producing of reports to board and funders

### **Access to work**

Access to work is a Department of Work and Pensions funding scheme that enables employment of disabled workers. The Administrator will be a key personnel alongside the General Manager for compiling and submission of claim forms for disabled employees. Applicants are not expected to have prior experience, as appropriate training will be provided. Day to day role will involve:

- Collation of receipts for claimable expenditure
- Filling in submission forms

### **Projects and Creative Learning Administration**

The Administrator is expected to be involved in the coordination of projects and productions, which will involve excellent organisational skills. Day to day this will involve:

- Being responsible for booking and organising all studio space as requested by the Artistic Director, Executive Producer and Creative Learning team
- Supporting the management team with tour logistics including booking flights and accommodation
- Assisting the management team with producing company information detailing arrangements, schedule and project descriptions including accessible versions
- Supporting any general liaison with venues (tour/workshop, etc)
- Supporting the Creative Learning team with managing the admin for workshop bookings; term-time youth company sessions; internal teacher training courses, etc

## **General Office Duties**

- General office management including answering the telephone and checking answer phone messages
- Responding to general enquiries and acting as a liaison point for enquiries
- Distributing company promotion and resource packs as required, ensuring there is always a supply, and managing promotional stock, images and archive material
- Monthly back up of computer hard drives and monitoring of Google Drive
- Supporting the management team in maintaining comprehensive administrative systems for the company
- Supporting the management team in maintaining a sound feedback and evaluation systems to ensure the company can continue to improve its services for internal and external stakeholders

## **Person Specification**

### **Essential**

- Excellent organisational skills; ability to plan, prioritise and meet deadlines, and to stay calm and positive under pressure
- Excellent attention to detail
- Ability to work competently with a range of computer programmes including Microsoft word, spreadsheets and databases
- Highly confident and articulate in written communication (letters, report writing, copy etc.)
- Good interpersonal skills and the ability to work as a team member
- Ability to take responsibility and work on own initiative. Confident in making and implementing decisions
- High degree of numeracy
- Ability to research, analyse and summarise information
- Ability to develop skills and knowledge
- Be comfortable to respond swiftly and efficiently to changing situations, in a calm, generous and inventive manner
- A commitment to implementing Equal Opportunities policy and a belief in and ability to communicate mission and ethos across all company activity

### **Preferable**

- Some experience of administrative work

### **Essential Soft skills essential for all members of the team**

- Embrace and nurture the company's shared values of honesty, integrity, pursuit of excellence, mutual respect, co-operation and generosity towards each other. *(These underpin every aspect and decision made within the company and creates an open, supportive culture where creativity and each person thrives)*
- Be inspired by and passionate about the work of the company
- Be determined in the pursuit of excellence continually working to improve the current situation and seeking opportunities and practical solutions to do this
- Be hungry/motivated by learning new skills without sacrificing attention to detail

- Contribute to the company climate of achieving, being mutually supportive and ambitious for the company as an entity, and for each individual within the team
- Work towards ensuring that all company members are empowered (including yourself) and contribute by being a strong positive role model
- Nurture partnerships and be flexible and responsive to partners needs as long as staying true to the company ethos, ensuring internal and external contact with any aspect of the company is a liberating and empowering experience

### **Equal Opportunities Monitoring Form**

Stopgap Dance Company is a keen advocate of Equal Opportunities in all aspects of our work. In order to analyse how well the company is reaching out to candidates with a wide range of backgrounds, it would be hugely useful to receive the below information.

All the information provided here will be kept strictly confidential and it will only be used for monitoring purposes and kept separate from your files. The monitoring form is not a mandatory part of the job application.

Position applied for: **Administrator**

Please state how you found out about the job:

#### **Gender Identity**

- Female (Including trans women)
- Male (Including trans men)
- Gender Non-Conforming
- Intersex
- Non- Binary
- Prefer not to say

#### **Age**

- 0-19
- 20 – 34
- 35 – 49
- 50 - 64
- 65+

#### **Sexual Orientation**

- Heterosexual/Straight
- Homosexual/Gay man
- Homosexual/Gay woman
- Bisexual
- Other
- Prefer not to say

#### **Do you consider yourself to have a disability?**

- No
- Yes – How would you describe your disability?

- Visual impairment
- Deaf / Hard of hearing
- Physical disabilities
- Cognitive or learning disabilities
- Mental Health Condition
- Invisible disabilities
- Other long term/chronic disabilities
- Prefer not to say

**Do you have dependants?** (Dependants might include children, the elderly, or other people who rely on you for care)

- Yes
- No

### **Ethnicity**

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.

#### **White**

- British
- Irish
- Any other white background,  
please state \_\_\_\_\_

#### **Asian or Asian British**

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background,  
please state \_\_\_\_\_

#### **Black or Black British**

- Black African
- Black Caribbean
- Any other Black background,  
please state \_\_\_\_\_

#### **Chinese or Other ethnic group**

- Chinese
- Any other,  
please state \_\_\_\_\_

#### **Mixed**

- White and Asian
- White and Black African
- White and Black Caribbean
- White and Chinese
- Any other mixed / multiple ethnic background, please state \_\_\_\_\_

## Socio-Economic Background

Please state which best describes the sort of work the main household earner undertook when you were aged 14. If this question does not apply to you (because, for example, you were in care at this time), you can indicate this below.

- Modern Professional Occupations  
(E.g. Teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer)
- Clerical and Intermediate Occupations  
(E.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse)
- Senior Managers and Administrators  
(Usually responsible for planning, organising and co-ordinating work for finance such as finance managers, chief executive etc)
- Technical and Craft Occupation  
(E.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver)
- Semi-Routine Manual and Service Occupations  
(E.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant)
- Routine Manual and Service Occupations  
(E.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff)
- Middle or Junior Managers  
(E.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican)
- Traditional Professional Occupations  
(E.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer)
- Short Term Unemployed  
(Claimed Jobseeker's Allowance or earlier unemployment benefit for a year or less)
- Long Term Unemployed  
(Claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)
- Retired
- Not applicable

- Don't know
- Prefer not to say
- Other – please specify

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