



Administrative Coordinator Job Description

Job Title: Administrative Coordinator

Responsible to: Head of Finance

Salary Scale: £24,960 - £27,017.51 (Pro-Rata) 20hrs/week spread across 5 days

Job Purpose:

The Administrative Coordinator will play a vital role in ensuring the smooth running of Odd Arts' administrative functions. This role involves managing key communication channels, organising meetings, supporting the Bookings Coordinator, assisting with reporting, and serving as the first point of contact for external enquiries. The role is critical to enhancing organisational efficiency and effectiveness.

Main Duties and Responsibilities:

- **Administrative Support:** Provide comprehensive administrative support to the team, ensuring smooth day-to-day operations.
 - **Communication Management:** Manage and respond to emails from key inboxes (info@oddarts.co.uk and jobs@oddarts.co.uk) promptly and professionally.
 - **Meeting Coordination:** Organise and schedule internal and external meetings, including preparing agendas, taking minutes, and following up on action points.
 - **External Enquiries:** Serve as the first point of contact for external enquiries via phone, email, and other communication channels, providing accurate information and directing queries as necessary.
 - **Collaboration:** Work closely with the Bookings Coordinator to support the organisation of workshops, performances, and other projects.
 - **Reporting Assistance:** Assist in the preparation of reports for internal use, partners, funders, and stakeholders.
 - **Finance Support:** Support finance administration including processing of staff timesheets and expenses, and freelancer invoices.
 - **Database Management:** Maintain and update organisational databases to ensure data accuracy and GDPR compliance. Coordination of DBS applications and records.
 - **Document Management:** Organise and maintain electronic and paper files, ensuring easy retrieval of information and adherence to administration of the charity and data management policies.
 - **Phone Management:** Manage the organisation's main phone line, ensuring all calls are handled professionally and efficiently.
 - **Operational Support:** Assist with administrative tasks, support bookings, related to office operations, including ordering supplies and managing logistics for events.
 - **Continuous Improvement:** Identify and implement improvements to administrative processes and systems to enhance efficiency.
 - **Team Support:** Participate in team meetings and training, contributing to a collaborative, supportive working environment.
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Person Specification

Essential Skills and Experience:

- Proven experience in an administrative or office management role.
- Excellent organisational and time-management skills with the ability to multitask effectively.
- Strong communication skills, both verbal and written, with a professional and customer-focused approach.
- Proficiency in Google Office Suite and other administrative tools.
- Experience managing email inboxes and handling external enquiries.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong attention to detail and accuracy in all tasks.
- Ability to work independently and as part of a team in a dynamic environment.

Desirable Skills and Experience:

- Experience in the arts, charity, or education sectors.
 - Familiarity with CRM or project management software.
 - Knowledge of GDPR compliance and data protection best practices.
 - Experience supporting funding applications or reporting processes.
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Benefits:

- Work in a dynamic, creative, and rewarding environment that supports vulnerable communities.
- Access to professional development and training opportunities.
- Be part of a supportive team committed to social change through the arts.