

## **Redeye, the Photography Network**

### **Redeye Administrator – information pack**

### **August 2015**

#### **1) INTRODUCTION**

Many thanks for your interest in the part-time role of Redeye's administrator.

Redeye is in its 16th year of supporting photographers and photography with a responsive programme of events, professional development and sector advocacy. We're a National Portfolio Organisation of Arts Council England, and recently became one of the first Community Benefit Societies in the arts – reflecting our firm commitment to provide long-term support to a broad visually creative community.

We're looking for an administrator to join us. We're seeking someone who is a natural organiser and a good communicator, and who is happy to work in a small but ambitious arts organisation. You'll be financially and IT literate with good reporting and writing skills, and with an enthusiasm for and knowledge of the broader arts and creative ecosystem.

You'll be the person who:

- Oversees financial bookkeeping, payroll and management accounts
- Maintains quality in organisational compliance through returns and reports
- Assists the Executive Director in reporting to the board and funders
- Ensures good communications across the Redeye team by through good record keeping and knowledge management.

You'd be joining a small team of dedicated people, who are all committed to photography and photographers in the UK.

Redeye aims to be an equitable employer. We recognise and encourage the potential of a diverse workforce and appoint on merit.

## 2) RETURNING YOUR APPLICATION

Please return your application by email, in PDF, RTF, DOCX or DOC format only, to [submissions@redeye.org.uk](mailto:submissions@redeye.org.uk), by 10:00 on Wednesday 26 August 2015. Use the phrase "Redeye Administrator application" in the email subject. All emails will be acknowledged and if you have not had an acknowledgement within one working day please call 0845 456 0260.

Please copy parts (a) to (g) of section 4 into a document, or use the same headings, and complete all sections, in addition to any CV and covering letter you wish to submit. Please don't put "see CV" as the only entry in any section. Please title this document SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf) using your own name.

Please also copy section 5 into a separate document, titled SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf) using your own name.

Your application **must** include the two documents set out with the headings in sections 4 and 5 and titled as follows:

SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf) using your own name  
SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf) using your own name.

And it **may** also include a covering letter and/or full CV titled as follows:

SurnameFirstnameCV.pdf (or .doc, .docx or .rtf)  
SurnameFirstnameLetter.pdf (or .doc, .docx or .rtf).

Application is by email only.

You are welcome to email the above address if you have any queries before submitting your application. Please use the word Query in the title and allow one week for a response.

Interviews will take place on 3 or 4 September 2015 in Manchester. We aim to inform you if you have been shortlisted for an interview by 28 August 2015.

### **3) JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **a) Overview**

- Job title: Redeye Administrator
- Line manager: Redeye's Executive Director
- Location: Manchester, at Redeye's office
- Hours: 65 pcm, worked flexibly, by negotiation, generally weekdays, with occasional evening and weekend work within the monthly hours.
- Start date: September 2015. Exact date to be negotiated.
- Salary: £20,380 per annum FTE – i.e. £8,152 pro rata, pro rata of 28 days (11.2) holiday pa.
- Contract: Whilst this is offered as a salaried post, consideration will be given to proposals for freelance (self-employed) working.

#### **b) Key responsibilities:**

- Financial management including bookkeeping, management accounts and reporting, invoices and payment systems management using Quickbooks, (eg PayPal, Intuit, GoCardless) and Excel.
- Co-ordinating payroll and employment matters, keeping records of holiday, sickness and working time.
- Assisting the Executive Director in producing budgets and forecasts for board, funders and regulators, tracking performance against budgets.
- Managing records, correspondence and information across the team, including ensuring quality in storage, backup and archiving systems.
- Organisational compliance including submitting annual and other returns, payments and subscriptions to regulators, HMRC, funders, payment partners, insurers and other official or legal bodies; working on behalf of the Company Secretary as needed.
- Reporting to board and funding bodies against the annual schedule of deadlines and requirements.
- Contributing to strategy and research by maintaining awareness of Redeye's activities and partnerships and the broader arts and creative environments, and identifying new possibilities and links.
- Maintaining good communications across the Redeye team through developing good knowledge and information sharing systems.
- Supporting others in the team to meet deadlines and be responsive to members' needs by willingly taking on other duties when requested.

### **c) About you – “person specification”**

Skills and qualities are essential except those labelled (D) for desirable

#### **Knowledge and skills**

##### Financial and Project Administration

- Demonstrable strong administrative experience and management of information including digital systems;
- Good financial skills including in bookkeeping (using Quickbooks or similar), producing budgets, cashflows and management accounts;
- Understanding of public funding or grant funding procedures;
- Experience of financial and evaluative reporting techniques;
- Previous work experience in arts or photography sectors. (D)

##### Communications

- Excellent written communications and report writing, familiar with presenting information in person to events and meetings;
- High-quality communications and interpersonal skills, appropriately and effectively using in-person and digital communications techniques;
- Thoroughly IT and web-literate with good knowledge of using website content and contacts management, and quick learning of new digital and cloud services and tools;
- Experience of researching and composing proposals for funding or partnership projects
- Experience of working with website developers; (D)
- Active contributor to social networks and websites on a daily basis as part of your professional profile. (D)

##### Partnerships and advocacy

- Proven research and analytical skills to support Redeye’s business and artistic development;
- Awareness of the arts and creative ecosystem, with experience of creating effective partnerships and professional relationships within the arts and creative industries. (D)
- Understanding of how social enterprise contributes to cultural and arts development. (D)

##### Other personal attributes

- Excellent attention to detail in areas such as proofing, fact-checking and diary-keeping;
- Self-motivated, taking the initiative to work alone and achieve good results whilst being willing to work within the team and collectively prioritise and share workload to achieve results.

#### **Attitude**

- You enjoy and take satisfaction from being methodical and well-organised;
- Stimulated by the context of working in a small organisation, and the inherent need for multitasking, flexibility, adaptability and problem solving;
- Active contributor to knowledge sharing and co-learning;
- Enthusiastic about developing engagement with our communities of interest, new audiences and partners;
- An understanding of organisational risk and strategy; the ability to identify and respond to the needs of the organisation and find imaginative solutions. (D)

The more you know about the philosophy and ethos of Redeye and the environment for our work, the better.

#### **4. APPLICATION FORM**

(see Section 2 above for submission instructions)

##### **a) Personal details**

First name(s):

Last name:

Address:

Telephone (day):

Telephone (eve):

email:

Please state the earliest date you could take up post, if offered the job:

##### **b) Introduction or covering letter text**

Please summarise the key reasons why you are interested in this role and anything special you might bring to it.

##### **c) Relevant experience and suitability for the post**

This is your opportunity to set out how your experience, qualifications or aptitude fit each criterion of the person specification for this post. Also mention how this part-time role will be fitted in with your other professional or personal commitments.

##### **d) Other interests, hobbies & leisure pursuits**

Please give details of any other interests you wish to mention.

##### **e) CV tailored for this post**

Including your educational qualifications, employment history, membership of relevant bodies

- Include for each employment role dates, job title, key responsibilities, organisation, and reason for leaving.
- State if work was voluntary/unpaid.
- Please also account for any gap longer than 1 month in your employment history.

If working freelance or self-employed please include the scope, detail and dates of your most significant commissions and clients.

## **f) Referees**

Please give details of two referees, the first of whom must be one of the following:

- If you are full- or part-time employed, your current line manager
- If you are unemployed, your most recent line manager
- If you are freelance, the person who commissions you at the client organisation you do most work for.

Please explain which one of these roles your first referee carries out.

References may be taken up for shortlisted candidates, but you may state if you do not want this to happen unless a job offer is made.

First referee's name:

Address:

Email:

Telephone day: evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any job offer is made?

Second referee's name:

Address:

Email:

Telephone day: evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any job offer is made?

## **g) Declaration**

Please sign or type your name and date your application and include the following statement:

I confirm that the information I have given on this form is correct. I understand that false information or misleading statements may be sufficient grounds for dismissal if I have been appointed on the basis of this information.

Signed .....

Date .....

## 5. EQUAL OPPORTUNITIES

We would like Redeye to be welcoming to a wide range of people. To check we are managing to do this, we are collecting some statistics relating to equality issues.

The details you provide will be treated as strictly confidential and in no way will they be taken into account in shortlisting or determining your suitability for the post. The information collected here will not be attributable to any one individual.

This section will be separated from your application immediately upon receipt. It will be used for statistical purposes only. Please provide the details about yourself by filling in the form below. If you prefer not to answer any question please leave blank.

a. What is your gender?

b. What age range are you in?

	Under 18
	18-25
	26-35
	36-45
	46-60
	61-75
	76 or over

c. What is your nationality?

d. What is your ethnicity?

e. Do you consider yourself to have a disability?

Yes      No

We would like to thank you very much for your interest in Redeye and for your application for this job.