



Administration Assistant (Temporary Freelance Contract)

An important role, critical to operational set-up of this unique new cultural arts and heritage venue in Epsom.

The Horton Arts Centre

After standing empty and at risk for three decades, the former Horton Chapel will once again open its doors in 2021, as The Horton – a vibrant cultural venue.

This extraordinary arts and heritage destination will offer an inspiring programme of creative events and activities, enriching the local community and attracting visitors to the area.

The role

The Administration Assistant will primarily support the following aspects of the project:

- Procurement of items for final fit-out
- Helping to set-up new administrative systems
- Assisting with communications and enquiries from the public

You will be working with the main project manager and board of trustees.

We are looking for an organised and efficient administrator with a focus on detail; someone who enjoys completing tasks. You will have experience of working independently and confidence in working with remote team members.

This is a part-time 12-week contract for 16 hours per week with potential to be extended. It will be a freelance role, working from home with own equipment, paid at £11 per hour (including VAT). However, the Administration Assistant will need to attend in-person meetings in Epsom.

Start date: must be available to start immediately after interview, subject to references.

Job Description

Procurement

- Obtain and record quotes and prices for specific items and services.
- Place orders for selected items and services as instructed and authorised.
- Create and maintain procurement documents to monitor the status of orders.
- Scan and file delivery documents, receipts and warranties.
- Share invoices and receipts with bookkeeper for payment records.

Administration and systems

- Support the set-up of new administrative and box office ticketing systems.
- Assist with recording of regulatory and safety data relating to The Horton.
- Updating policies and procedures, proofreading and data gathering
- Create and maintain confidential documents for the recruitment of staff and volunteers

Communication

- Monitor The Horton's email and other messaging systems, acting as the first point of contact for members of the public.
- Provide communications support, such as take minutes of meetings, distributing information and minutes in a timely fashion.
- Support with general administrative duties including updating policies and procedures, proofreading and data gathering.

Other duties

- Supporting the planning and delivery of events.
- Acting generally as a representative and ambassador of The Horton.
- Abiding by The Horton's policies and procedures
- Working with trustees and team members to ensure The Horton provides an excellent experience for all customers
- Other duties as may from time to time be reasonably required by the Project Manager or charity trustees.

Person Specification

	Essential	Desirable
Experience, knowledge and skills	Experience in an administrative role in a professional setting	Experience of a working on a start-up business or launch
	Excellent organisational skills	Interest in the creative arts or desire to learn more
	Ability to prioritise tasks and juggle competing demands on your time	Understanding of operations in multi-use leisure and entertainment venues
	Experience of working to deadlines	Good Microsoft Excel skills

	Excellent communication and interpersonal skills – verbal and written.	Experience of working with volunteers
	Accuracy and attention to detail	
	Sensitivity in dealing with confidential information	
	Experience of setting up new administrative documents and systems	Experience of procurement and associated record-keeping
	Familiarity with Microsoft Office	
		Understanding of the history of Epsom’s Hospital Cluster
		Experience of volunteering
Personality	Team player who enjoys working with others	
	Self-motivated	
	A positive can-do approach	
	Methodical	
	Commitment to The Horton’s values of tolerance, welcoming diversity and including everyone.	

How to apply

Please send your full CV and a cover letter setting out how you meet the Job Description to admin@thehortonepsom.org

In your cover letter, please state which weeks between July and October you will be on holiday or not available.

Please put **Administration Assistant Application** in the Subject Line.

The closing date for applications is 19th July 2021.

Start date: must be available to start immediately after interview, subject to references.