

Administrator Recruitment Pack

The Atkinson Development Trust is a charity established to help The Atkinson use its collections and building to make a positive impact on local people's lives.

We want to recruit an Administrator to support our Board, to help guide current delivery and shape future development.

About The Atkinson Development Trust



Background

The Atkinson is the council-owned arts centre in the heart of Southport, which serves the whole borough of Sefton.

The Atkinson is home to free-to-access galleries, museums and Southport's main library, plus a main fixed-seating theatre and smaller flexible seating Studio, both used for ticketed events spanning all types of performing arts, talks and film.

The Atkinson Development Trust is a charity which supports and enhances the impact of The Atkinson within Sefton. Established in 2015, The Atkinson Development Trust (TADT) is run by a small, committed Board of volunteers who have a shared love of The Atkinson, and a shared belief in the value of cultural engagement.

The Trust was set up to work in partnership with The Atkinson, to raise money to extend its reach. Our ability to step outside the funding and strategic restrictions associated with the local authority means we are able to apply for different funding and open conversations with potential donors which a Council-run service would struggle to have.

Our purpose and aims

The purpose of the Trust is to support The Atkinson to use art, heritage and culture to enhance local people's lives and share Sefton's stories.

We believe in the transformative power of art and we believe that communities thrive best when they have civic pride and a sense of place. Through partnership with The Atkinson we aim to:

- Connect people with local stories and cultural activity
- Improve access to the collections and the building
- Have a positive impact on local people's lives

What we do

We work supportively with The Atkinson to expand and enhance their work. To achieve this, we raise money - from individuals, businesses and funding bodies.

Money comes to us from a variety of fundraising activity, including project-specific activities e.g. applications to trusts and foundations and crowdfunding, alongside ongoing income through donations boxes in the building, memberships, and individual gifts.

As well as looking for opportunities to raise more income, we manage the modest pot we have built up, in order to gain maximum impact from it. Sometimes we provide a small amount of money as leverage for The Atkinson to bid for a much bigger amount from a funder. Sometimes we contribute directly to fund specific projects which meet our aims.

We don't work directly with beneficiaries. We work closely and supportively with The Atkinson. We're not looking to influence the programming or running of the venue and we're not doing work which they should be doing anyway: we extend their work to reach more people.



Where we focus our efforts

The Atkinson Development Trust exists to make a positive impact on local people's lives, using the fantastic collections and resources of The Atkinson.

Our main focus is social impact: we have particular interest in supporting projects which benefit the wellbeing of the more vulnerable and under-served people in this community. For example, children in areas of economic deprivation, disabled people and their families, or older people at risk of loneliness and isolation.

More broadly, our work aims to connect people with local stories and improve access to the collections and the building. We support conservation and acquisitions when this enables new stories to be shared with the public, or unlocks new engagement projects.

With the support of donors, we've been able to give theatre tickets to school children who wouldn't otherwise be able to attend, enabling them to experience the wonder of live performance. We have set up a choir which has brought joy and friendship to people at risk of isolation. And we've restored precious works of art so people can see them for the first time.

How we work

Board members meet monthly, usually from 5-7pm. For the past year, due to the pandemic, we have met via Zoom. Ordinarily we meet either at The Atkinson or Southport Town Hall.

Whilst maintaining the legal formalities in our meetings, we aim to foster an informal atmosphere in which all individuals are invited to contribute to the discussion. We want people to actively participate, be heard and feel valued for their knowledge and ideas.

The Board has to be active: if we want our ideas to become reality, we have to make them happen. Therefore, as well as a commitment to attend monthly meetings, Trustees take on some individual responsibility outside the Trust's meetings.

The only paid role is the Administrator role. This role is key to help us to advance ideas in between meetings, as well as maintain legal and financial compliance, and ensuring the smooth running of our monthly meetings.

Administrator Job Description

Purpose of the Role

- To perform the ongoing administration associated with a small charity
- To help ensure The Atkinson Development Trust (TADT) is efficient as an organisation and compliant as a charity.
- To support The Atkinson Development Trust in its fundraising and profile-raising activities

Hours and Salary

- A flexible role, which will involve some regular tasks to be undertaken monthly and annually, and some to be done as needed.
- We envisage the role will require 8 hours per month, for a fee of £96 (£12 per hour)
- Additional hours may occasionally be needed, and will be paid at a rate of £12 per hour. This must be agreed by 2 members of the board in advance, to ensure that committing funds in this way will ultimately have the best interests of TADT beneficiaries at heart.
- This is a freelance role, paid monthly upon receipt of invoice. To clarify, this means that the Administrator must pay their own tax and National Insurance contributions, and there is no sick pay or holiday pay.
- Out of pocket expenses (such as the cost of postage or specific items we've asked you to buy) will be reimbursed. We do have a company card which should prevent this being a regular inconvenience. Travel expenses to and from meetings is not included.



Responsibilities¹

Board Meetings

- Arrange, prepare and attend Board Meetings (usually every 4-5 weeks for up to 2 hours between 5 - 7pm)
- Prepare draft agenda for approval, solicit additional papers from other Board members, and circulate agenda, minutes of last meeting and papers to Trustees a week in advance
- Take minutes at meetings, prepare draft minutes for approval and prepare final minutes
- Arrange for appropriate number of copies of relevant documents be printed, bring to meeting and distribute Board papers to Trustees².

General Administration

- Get a copy of approved minutes signed by the Chair
- Maintain filing system in the TADT office at The Atkinson with minutes, agendas, annual returns, essential documentation relating to the Trust and signed paperwork. Maintain filing of documents in Google Drive
- Update Charities Commission website as needed e.g. with changes in Trustees
- Liaise with The Atkinson team to keep TADT section of website up to date, and to update key TADT documents when changes occur, e.g. change in number of Trustees
- Place adverts for Trustee recruitment e.g. on free job advert sites and community boards
- Support production of Trust documentation e.g. proofreading and formatting of Trustee Handbook, Trustee Recruitment Pack etc
- Arrange postal mail-out to Trustees if needed e.g. to obtain signed agreement for a change in constitution.

¹ Please note that the responsibilities listed are to give a good representation of the broad scope of the role - it is NOT expected that all these tasks would be covered in one month!

² At the present time, Board meetings are conducted online and papers distributed only by email. When in person, meetings usually take place at The Atkinson or Southport Town Hall.

Membership, Fundraising & Projects

- Working with The Atkinson team, ensure Members are informed of special Members' events
- Edit Membership documents and web pages to keep them up to date
- Other relevant tasks as needed to support the Membership Scheme, Sponsor a Seat Scheme and other Trust projects and fundraising efforts

Reporting

- Lead on the preparation of the annual report for the Charities Commission, including reviewing previous minutes for the year to summarise achievements and changes to the Board, inviting feedback/amendments from Chair and Trustees, and submitting the information, along with the independently examined accounts, in the necessary format to the Charity Commission
- Write up short, engaging summaries of projects for the Achievements page of The Atkinson website.

Trustee

- The Administrator may be invited to become a Trustee. If accepted, The Administrator will be welcome to contribute to all Trust activities, projects and strategy.



Administrator Person Specification

What we're looking for

We need a reliable, trustworthy and capable individual who is a fantastic communicator and has the initiative to take responsibility for their own workload.

You will be a crucial part of our team, influencing the way we operate as a Board, and helping us to grow and thrive.

Whilst it would undoubtedly be useful to have someone with lots of experience, the right attitude and the capacity to learn goes a long way.

We actively welcome applications from anyone interested in this role, whatever your background, ethnicity, gender, sexuality, disability, age or religion.

Qualities, capabilities and skills

Essential

- Honest and reliable
- Responsible and systematic
- Good attention to detail
- Effective team worker
- Confident working on own initiative
- Excellent communication skills - able to communicate clearly and effectively
- Commitment to The Atkinson Development Trust and its aims
- Previous experience of administration work
- Confident using the standard suite of software (MS Office or equivalent)

Desirable

- Experience of writing minutes
- Experience in compiling reports or writing documents
- Experience in setting up meetings
- Experience of the workings of a charity or not-for-profit organisation
- Experience of fundraising, particularly in writing successful funding bids
- Confident in online communication e.g. writing web copy, social media etc
- An interest in arts, culture and/or heritage
- A good knowledge of the borough of Sefton

How to apply

Let us know about your suitability for the role

If you'd like to put yourself forward as a potential candidate:

- Please write us a letter of application (maximum 2 sides of A4 please) outlining relevant skills and experience, accompanied by a concise CV.
- Send it to hello@atkinsontrust.org.uk
- **Deadline for applications is 5pm on Monday 17 May 2021**

What happens next?

After the deadline, we'll make a shortlist of candidates. We'll get in touch with the people on our shortlist within 2 weeks of the deadline to arrange an interview. This is most likely to take place online via Zoom.

Interview date is Thursday 3 June 2021. If this is problematic for you, please highlight this clearly in your application.

We will draw up an agreement for the successful candidate which will include a code of conduct. We would like a start date as soon as is mutually convenient. There will be a handover process with the acting Administrator.

We are a small, volunteer-run organisation, so please don't be offended if we can't contact unsuccessful candidates and provide feedback.

