

## Administrator

**Location:** Film Oxford, 54 Catherine Street, Oxford OX4 3AH. We offer mix of office and remote working.

**Contract:** 0.6FTE (22.5 hours per week; days and times to be agreed). This role involves some work outside of standard office hours to attend meetings and facilitate courses and events, with time off in lieu.

**Holiday:** 5.6 weeks including Bank Holidays, pro-rata.

**Salary:** £12,285 pro-rata (£20,475 FTE; £10.50/hour; currently tied to the Oxford Living Wage).

**Benefits:** Flexible working; 3% employer pension contribution; Peninsula Employee Assistance Programme; free access to Film Oxford's full programme of online and on-site [courses](#).

## Job Summary

The Administrator supports Film Oxford's day-to-day operation, working closely with the other members of the Executive team and Board of Trustees to make sure things run smoothly. They assist in delivering community projects, and work regularly with the [Shadowlight Artists](#), a self-directed group of seven Oxfordshire artists with learning disabilities.

## Main Responsibilities

### Support to Courses Manager

- Market courses via suitable channels
- Update website copy
- Respond to enquiries and process bookings
- Prepare learning resources
- Review and return course paperwork to funder

### Finance

- Prepare and send receivable invoices; track payment
- Pay supplier and freelancer invoices
- Monitor and record petty cash
- Key transactions to Sage

### Support to Executive and Board of Trustees

- Schedule and attend Executive and Management Committee meetings; prepare and circulate papers; take minutes
- Maintain and update membership records and those held with the Charities Commission and Companies House

## **Projects and Community**

- Support the Shadowlight Artists' work (minute monthly meetings, assist project delivery)
- Assist delivery of community projects as required
- Provide support for networking and community groups

This job description is not exhaustive and you will be expected to carry out other duties as reasonably required.

## **Person Specification - Key Skills & Experience**

*We recognise that you may have gained transferable skills and insight through volunteering or personal experience, not only through paid work. Feel free to demonstrate your suitability for this role using examples drawn from any area of your life.*

### **Essential**

- Excellent organisational skills and attention to detail
- Ability to prioritise varied workload in order to meet competing deadlines
- Ability to work independently and use initiative
- Good literacy and numeracy
- Ability to communicate clearly at all levels and to all audiences
- Ability to work collaboratively in a small team
- Proficient in the use of IT systems like Microsoft Office

**Desirable** *(Please apply even if you don't meet all of these criteria – we are looking for the right person to join our team, and training can be provided)*

- Experience of using WordPress
- Experience of social media marketing
- Minute-taking experience
- Experience working with learning-disabled people and other marginalised groups
- Knowledge of financial processes and procedures