

November 2019

Dear Applicant,

Thank you for your interest in the position of **Administration Assistant** at Band on the Wall.

This application pack includes:

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form
* Guidance for applicants

The closing date for receipt of completed applications is **9:00am on Friday 22nd November 2019**. We regret that applications received after that time cannot be considered.

Please submit your application as a single attachment by e-mail **(subject: admin assistant)** to: **hr@bandonthewall.org**

Please note that we cannot accept CVs for this post.

Shortlisted candidates will be contacted by phone or email by **Friday 29th November 2019**. Interviews will be w/c **2nd December** at Band on the Wall.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email me: gareth.butterworth@bandonthewall.org

We look forward to receiving your application and thank you for your interest in Band on the Wall.

Best wishes,

Gareth Butterworth

**Head of Programming**

Band on the Wall

**Administration Assistant**

|  |  |
| --- | --- |
| **Job Title** | Administration Assistant |
| **Responsible To** | Head of Programming  Programmer  Administration and Operations Manager  CEO |
| **Key Relationships (Internal)** | Head of Programming  Programmer  Administration and Operations Manager  CEO  Head of Production  Head of F&B  Head of Finance  Finance Coordinator |
| **Key Relationships (External)** | Artist Management and Agents  External Promoters  Tour Managers  External Venues |
| **Salary** | £15,000 - £17,000 p/a |
| **Hours** | 37.5 hours per week |
| **Holiday Entitlement** | 20 days p/a plus public holidays |
| **Period Of Contract** | Permanent |
| **Probationary Period** | Three months |
| **Notice Period** | One month during probationary period, two months after for both employee and employer |

**Job Requirements and Responsibilities**

**Summary and Scope**

This is an entry-level role which supports the programming team of this busy music venue and concert promoter. The Administration Assistant will also provide some admin support to the company’s CEO.

Please note that this is an admin-based post and is **not** a programming or promoter role.

KEY TASKS

The role is predominantly focused on assisting with the advancing of shows, working to budget, and reporting costs, including:

* Inputting of data into the company’s operational database (Filemaker Pro)
* Booking hotels and arranging travel
* Organising hospitality riders
* Issuing and checking contracts
* Liaising with the production department and front of house to ensure tech advances are received
* Gathering venue availability and supporting tour routing
* Adhoc project support

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Skills and Abilities** | * Excellent communication skills both verbal and written, with a strong instinct for teamwork * Ability to work to deadlines * High levels of accuracy and attention to detail * Ability to remain calm under pressure * First-class organisational skills including the ability to work to deadlines and prioritise a heavy workload * Ability to work flexibly and independently * Maintaining the strictest confidence with relation to business matters | * Proficient in Microsoft Outlook, Word and Excel |
| **Experience** |  | * Experience of working in a live music environment * Experience of working to a budget |
| **Personal attributes** |  | * Passion for music * Friendly and approachable demeanour |

**Health and Safety**   
To operate safely within the workplace with regard to the health and safety policies, procedures and safe working practices of Inner City Music.

**Confidentiality**   
To adhere to Policies and Procedures on confidentiality and the management and sharing of information.

**Equal Opportunities**   
To actively promote an Equal Opportunity Policy. To help promote a working environment where all employees are valued as individuals and are encouraged to fulfil their potential.

**Training and Development**   
To actively encourage a learning environment and development within others. To be proactive about own continuous professional development.

**Review Arrangements**   
This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes. The post will be reviewed at three months, a further probation period may be required, if this is the case the post holder will be informed in writing after the review.

**Band on the Wall is a Disability Confident Committed Employer**

If you are disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview.

**APPLICATION FOR EMPLOYMENT**

**Before completing this form, please read the accompanying Guidance Notes.**

Post applied for:

**PERSONAL DETAILS**

|  |
| --- |
| Title: |
| Surname: | Other names: |
| Address:  Postcode: | |
| Home telephone number: | Work telephone number: |
| Mobile telephone number: | E-mail address: |

**CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

|  |  |
| --- | --- |
| Name and address of Employer: | |
| Job title: | Date of appointment: |
| Period of notice required/Leaving date if not now working: | |
| Reason for leaving: | |
| Please provide a brief outline of your main responsibilities | |

**PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)**

Please start with your most recent position. Continue on a separate page if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Employment  From: To: | Name and Address of Employer: | Job title and brief details of main responsibilities: | Reason for leaving: |
|  |  |  |  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued.

|  |  |  |
| --- | --- | --- |
| Date obtained: | Name of school, university, college etc: | Qualifications obtained: |
|  |  |  |

**SUPPORTING STATEMENT**

Please write a statement explaining:

* Why are you applying for this position, and;
* drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Please continue on a separate page if necessary.

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address:  Postcode: | Address:  Postcode: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |

May we request a reference May we request a reference

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | at any time |

|  |  |  |  |
| --- | --- | --- | --- |
|  | only after an offer of employment |  | only after an offer of employment |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date:

**EQUAL OPPORTUNITIES MONITORING FORM**

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential.

Post applied for:

Please state how you found out about the job:

**PERSONAL DETAILS**

Name:

Date of Birth:

Gender

Female: Male:

Non-Binary/third gender: Prefer to self-describe: Prefer not to say:

**ETHNIC DIVERSITY**

Please tick the category that best represents you.

Do you consider yourself to be:

|  |  |  |  |
| --- | --- | --- | --- |
| Black British |  | Asian British |  |
| Black African |  | Pakistani |  |
| Black Caribbean |  | Indian |  |
| Any other Black background |  | Bangladeshi |  |
| White British |  | Any other Asian background |  |
| White European (non British) |  | Chinese |  |
| Any other White Background |  | Any other Chinese Background |  |
| Any other or mixed background (please specify) |  | Prefer not to say |  |

Do you consider yourself to be disabled?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

If yes, please state the nature of your disability:

**GUIDANCE NOTES FOR APPLICANTS**

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Laura Burgess on [laura.burgess@bandonthewall.org](mailto:laura.burgess@bandonthewall.org) / 0161 830 3888

**REVIEW THE CONTENTS OF THE APPLICATION PACK**

The application pack includes a full job description and person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

**COMPLETING THE APPLICATION FORM**

**General Points**

* Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.

**Working through the form**

* Ensure that you clearly state the full job title on your application form.
* Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
* The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.  
  You might find it helpful to address each of the items in the person specification separately in the order they have been listed to ensure you address them all.
* It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
* Do not forget to proof-read your form and check for any errors before returning it to us.

Please return your form to Band on the Wall and ensure that it reaches us before 9am on the the closing date. Applications received after the closing date cannot be considered.

**SHORTLISTING**

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by telephone or email to invite you to interview. This will be confirmed by an email which will outline full details of the selection process. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Band on the Wall are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

**DATA PROTECTION ACT, 1998**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Band on the Wall’s equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.