

## RECOGNISED AWARDS AND ADMINISTRATIVE OFFICER

The Council for Dance Education and Training (CDET) wishes to appoint a Recognised Awards and Administrative Officer.

### APPLICATION PROCEDURE

Completed applications should be sent via email to Liz Dale at [l.dale@cdet.org.uk](mailto:l.dale@cdet.org.uk) by **9.30am** on **Tuesday, 1<sup>st</sup> December 2015** and comprise

- a full CV
- a covering letter addressing the person specification

### JOB DESCRIPTION

**Salary: £17,500 pro rata**

**Location:** Council for Dance Education and Training offices, Old Brewer's Yard, 17- 19 Neal Street, Covent Garden, London WC2H 9UY. Normal office hours are Monday to Friday, 9.30am – 5.00pm (**37.5 hours a week**) but events/projects may demand the occasional evening/weekend work.

#### **Purpose of the post**

To administer and advance CDET's *Recognised Awards* scheme and provide efficient and effective administrative support to all members of CDET staff. This post would suit someone interested in furthering a career in administration in the arts.

The post holder will be expected to make a substantial contribution to the efficient administration of the CDET.

Excellent written and verbal communication skills, a confident, assured and personable telephone manner, a high standard of literacy and numeracy and a professional approach to work are essential to this post.

## **PRINCIPAL RESPONSIBILITIES**

**To contribute to the work of the Council by:**

### **Information**

- Sorting, distributing and posting incoming correspondence and outgoing mail
- Maintaining and updating mailing lists and contact details on databases
- Answering general queries as part of CDET's information service *Answers for Dancers*
- Liaising with CDET's technology providers in relation to office systems and the Recognised Awards' online application process
- Updating information on websites and social media as required
- Attending meetings and taking minutes as required
- Checking reports and preparing them onto templates

### **Organisation**

- Administering applications for CDET's *Recognised Awards* scheme
- Maintaining hard copy and electronic filing systems
- Supporting officers in arranging meetings, projects, seminars and special events
- Booking travel and accommodation for CDET and assessing officers as required
- Opening and closing the office

### **Financial**

- Paying money into CDET's bank accounts
- Assisting the Finance Officer in respects to the *Recognised Awards* scheme

### **Initiatives**

- To advance CDET's *Recognised Awards* scheme
- To assist with the administration, organisation and execution of various initiatives such as the *Aspire Dance Mentoring Scheme*, *Move It* and *CDET's Dance Careers Conference*.

### **General**

- Photocopying, printing and distribution of materials
- Monitoring and ordering stationary, office materials and supplies
- Liaising with maintenance and support companies, ensuring the efficient operation of the office
- Answering the telephone and greeting visitors to the office
- Purchasing and servicing refreshments for visitors to the office
- Undertaking any other duties that may reasonably be requested

## **PERSON SPECIFICATION**

### **Experience, knowledge and skills required**

- Previous work experience within an office environment
- Excellent written and verbal communication skills
- A high standard of literacy and numeracy
- A confident, assured and personable telephone manner
- Computer literacy and familiarity with *Microsoft Office* and *Outlook*
- Well organised, accurate with a concern for detail
- An ability to prioritise and to be proactive
- Excellent interpersonal skills and a commitment to supporting and working with others
- An ability to work calmly under pressure and to maintain a sense of balance
- A commitment to equal opportunities
- A proven interest in dance and/or the performing arts

### **TERMS OF EMPLOYMENT**

*The terms below do not form part of a contract and are for information only. On appointment the successful applicant will be issued with a contract setting out the full terms of employment.*

- Annual salary of £17,500 pro-rata
- 19 days annual vacation plus statutory holidays for period of the 9 month contract
- Two months period of notice on either side subject to the successful completion of a three month probationary period
- CDET is an equal opportunities employer

**November 2015**