

company

*Office & Admin
Co-ordinator*



As we enter the Arts Council's National Portfolio, we want to provide the best possible foundation for our work – to be an efficient, organised and caring organisation in which everyone can do their best work.

Our Office & Admin Co-ordinator is a crucial part of that ambition – managing our office and administration and supporting the core team with finance, fundraising, communication and projects.

We're looking for a very proactive and organised person who is comfortable working across a wide range of different organisational areas, supporting our busy, creative company.

We are very flexible as to how the post-holder organises their working time and hours.

About Company Three.

Company Three is a leading force for change for teenagers in our local community and around the world. We are a theatre company led by the ideas of our 75 members aged 11-19. We develop our practice through deep-rooted relationships locally and share our practice globally to impact teenagers everywhere.

Working in Islington, North London, we make transformative theatre through long-term, intensive collaboration between young people and professional theatre-makers. Our plays have been performed at the National Theatre, Battersea Arts Centre, the Royal Exchange Theatre, Yard Theatre and on the BBC. In 2022 we won Community Project of the Year at The Stage Awards for our production of *When This Is Over*. Our acclaimed show *#BlackIs...* will have a new run at a leading London theatre in September 2023.

We share our plays and practice to benefit teenagers everywhere. More than 300 companies worldwide have made a version of our play *Brainstorm* and during the pandemic we brought hundreds of youth theatres in 18 countries together to make the [Coronavirus Time Capsule](#). We have trained thousands of artists, teachers and practitioners through our *Making Theatre with Young People* courses.

At Company Three we believe youth theatre can be a place of community, radical art and social change. Despite our global reach, we are fiercely local to and are proud to work with the young people of Islington about the issues which affect them most.

The Social GRACES.

Company Three aims to create a safe, inclusive space for everyone involved in our work. We believe that a real commitment to equity, equality and diversity means not waiting for harm to happen, but to be proactive in recognising and challenging inequality in our own practice and the world.

We call our work in this area the Social GRACES, an acronym for the ways in which we are all different: Gender, Gender Identity, Geography, Race, Religion, Ability and Disability, Age, Appearance, Caste, Class, Economics, Education, Employment, Ethnicity, Sexuality, Sexual Orientation, Spirituality. For more information see www.companythree.co.uk/social-graces

Job Description.

Job Title	Office & Admin Co-ordinator
Reports to	Executive Director
Terms of Contract	21-28 hours per week (flexible*)
Holiday allowance	25 days per annum pro rata (plus 8 days statutory holiday)
Salary	£26 – 28k pro rata, depending on experience

This works out as follows (depending on salary and number of hours):

Full time salary	28 hours	21 hours
£26,000	£20,800	£15,600
£27,000	£21,600	£16,200
£28,000	£22,400	£16,800

Probation period	3 months
Notice period	6 weeks
Location	Company Three office (some working from home may be possible)

*** We are flexible in how the post-holder's hours are contracted.**

For example, it would be possible to work short days within school hours, or term-time only. The most important thing is that they are a regular and consistent presence in the C3 office. If you would like to discuss this in advance of applying, please contact us.

The Office and Admin Co-ordinator ensures the smooth running of Company Three, leading and supporting our work across a wide range of administrative and organisational areas. They manage our office and administration systems, support the Executive Director and other staff with finance, fundraising, communications, recruitment and projects, and help make C3's spaces efficient, organised and fun places to work for staff and young people alike.

Run a well-organised and efficient office in which all C3 staff are able to do their best work by managing all our office and IT systems, including supplies, equipment, software, and subscriptions.

Ensure our communications are regular and consistent by managing enquiries, supporting our social media strategy, updating our website and external listings, organising newsletters, overseeing merchandise and managing guestlist and ticket sales for performances.

Keep our financial and fundraising systems running smoothly by supporting fundraising applications, managing fundraising and financial data, processing receipts and invoices, managing petty cash and supporting the administration of our #C3Friends individual giving scheme.

Ensure our projects can run efficiently by organising resources, managing staff and participant databases, recording and summarising monitoring data, sharing information appropriately, deputising for project producers and helping organise events.

Help us to share practice with other companies and artists by supporting the administration of our training courses, capturing participation data, and overseeing the sharing and licencing of blueprints and other work.

Make our Den a fun, exciting and supportive space for young people and professional artists to hang out and make work together by managing equipment and resources, working with young people to decorate and change the space.

Person Specification.

	Cover letter	First interview	Task	Second interview
An understanding of what life is like for young people in Islington, particularly those from working class, Black, Asian and ethnically diverse backgrounds.	x	x		
An open, reflective approach to our Social GRACES work.	x	x		
An organised approach to managing multiple tasks with effective prioritisation.	x	x	x	
A confident administrator, able to use a wide range of appropriate software and systems including MS Office and Google Workspace.	x	x	x	x
Able to conceive, set up and manage systems that make work more efficient.	x	x		x
An ability to communicate effectively with different types of people, in different mediums and situations.	x	x		x
Able to take initiative, self-motivate and be proactive.	x	x		x
Good attention to detail in all areas of the role.	x	x	x	x

Applications.

We want everyone who believes they meet the person specification to feel comfortable and confident applying for it. It is our responsibility to make the application process accessible - if you require this pack or any further information that will support you applying in a different format or if you would like to apply in a different way, please email Katie Burse on katie@companythree.co.uk.

Applying

Please apply by submitting your CV and cover letter (maximum 2 pages) setting out how you meet the person specification by 10am on Thursday 20 July.

To apply, please go to www.companythree.co.uk/jobs, fill in our online form and upload your CV and cover letter when prompted. Please ensure your CV and cover letter are saved as a single PDF file with the following filename: *Surname-firstname-coordinator*

Interview process

We will contact you to let you know we've received your application after the application close date and to let you know if you have been shortlisted or not by Friday 21 July.

If we invite you to interview, we will send you a copy of the interview questions in advance, along with the names of people on the interview panel, which will include staff members and young people.

Our interviews are friendly and open. We want you to do your best in them. Feel free to bring notes and dress however you feel most comfortable. If you have any access needs, please tell us when we invite you to interview and we will meet them.

We will offer individual feedback to all candidates after both first and second stage interviews but regret we do not have the capacity to offer feedback to everyone who applies.

If you have any questions or concerns, please contact Katie on the email above.

Key Dates

Application Deadline 10am, Thursday 20 July

First Interview Tuesday 25 July or Wednesday 26 July

Second interview Friday 28 July