



INFLUENCING  
SUPPORTING &  
CONNECTING

7<sup>th</sup> June 2021

## Admin Assistant (Fixed-term/Part-time)

<b>Role</b>	To provide temporary administrative support to the Music Mark team (on a fixed-term basis) to cover maternity leave staff changes.
<b>Fixed Term</b>	1 <sup>st</sup> September 2021 to 31 <sup>st</sup> March 2022
<b>Salary</b>	£17,250 pro-rata
<b>Benefits</b>	<ul style="list-style-type: none"><li>● The charity runs the NEST contributory pension scheme for all employees</li><li>● A weekly allowance of £6 is paid (tax free) for working at home, plus any work-related travel and other expenses will be reimbursed</li><li>● Holiday entitlement is 25 days pro-rata, plus statutory bank holidays and the office is closed between Christmas and New Year.</li></ul>
<b>Contract hours</b>	This post is being advertised as part-time 0.8 FTE (full-time equivalent)
<b>Location</b>	Working at home with regular online and/or face to face meetings with the Music Mark team. Some travel to events will also be expected.

### Introduction:

The UK Association for Music Education – Music Mark is a Membership organisation for the Music Education sector. We provide our Members and Corporate Partners with support, connect them with each other through training and events, and work hard to influence policy makers on their behalf.

Our vision is for excellent musical learning in and out of school, for all children and young people, which inspires and enriches their lives. We plan to achieve that as a company and registered charity through our mission – supporting, connecting and influencing in pursuit of a high quality, diverse, inclusive music education for all children and young people.

We are looking to recruit an Admin Assistant to join our friendly, busy remote working team for a 7-month contract from 1st September 2021. The role is likely to suit someone in the early stages of their career as it represents an exciting opportunity to gain valuable experience in administration and events support, enabling the post holder to get involved with the many areas of work involved in running a Membership Organisation and deepen their knowledge of the UK music education community.

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## Role Brief:

Working closely with the Membership and Events Manager, the post will provide general operational and administration support to the Music Mark membership and the wider Music Education sector.

### Key duties:

- Act as the key point of contact for membership and general enquiries by email, managing the 'info' inbox (with support from the rest of the team).
- Support the Membership and Events Manager in the management of content on the CRM, in particular membership data.
- Support the Membership and Events Manager in servicing the membership – renewals and welcome packs etc.
- Upload job adverts, events listings and resources to the Music Mark website, and sharing job posts to social media.
- Support the Membership and Events Manager and Conference Consultant in the smooth running of all Music Mark events including the Annual Conference (2<sup>nd</sup> & 3<sup>rd</sup> December 2021) and any Members' meetings etc including scheduling events on Zoom, collating papers and resources etc.
- Support the Membership and Events Manager in the running of the ACE-Funded Hub Support Programme including working on the day-to-day administration, the financial reporting and the monitoring and evaluation of activity.
- Support the Membership and Events Manager in running wider Member training events such as Webinars etc.
- Liaise with the Accountant to support invoicing and prompt payment of membership, event and advertising fees.

Training will be provided in all tasks as required, and in the specific systems used by Music Mark.

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## Person specification

Whilst enthusiasm and a willingness to learn are the key characteristics we will be looking for, the following skills and experience will also be sought through the application form and interview process:

### Essential

- Demonstrable interest in music education.
- Proven literacy, numeracy and IT skills, with good attention to detail.
- Ability to work effectively as part of a small remote-working team.
- Proven customer care skills that can be transferred to supporting our membership.
- Excellent communication skills – both written and verbal.

### Desirable

- Experience of software packages (this post will primarily be using Microsoft Office, Wordpress, Hootsuite and our membership CRM database) and an ability to learn new systems quickly.
- Some experience of administrative work, e.g. via previous employment or voluntary roles.
- Experience of a membership organisation - be that as a member, volunteer or employee.
- A knowledge of the arts and education

Although this post is primarily home-based, because the role will require travel to meetings and events it is anticipated that applicants will be living in the UK.

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## Further information:

This post is line managed by the Membership and Events Manager.

The role will ideally start on or soon after 1<sup>st</sup> September 2021 and run until 31<sup>st</sup> March 2022. The employee's normal working week will amount to 28 hours per week, worked between Monday and Friday, either as set days or flexibly to fit with other employment. Where flexibility is required the employee must keep the Membership and Events Manager updated, ideally a week in advance.

This job is offered as a 7-month fixed-term contract from 1st September 2021 to 31st March 2022 to help cover maternity leave. A review will be carried out to ascertain whether an extension of the contract will be offered if the member of staff chooses to remain on maternity leave beyond the anticipated 6 months currently planned.

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## How to apply:

Please complete the application form, including providing a supporting statement explaining why you are interested in this role and how you match the personal specification. Completed applications should be sent to [info@musicmark.org.uk](mailto:info@musicmark.org.uk)

**Closing Date:** Friday 25<sup>th</sup> June at 9am

**Interviews:** Will be held virtually using Zoom and are likely to take place in the week of the 12<sup>th</sup> July.

*Music Mark is an equal opportunities employer and determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.*