



RURAL MEDIA
OFFICE AND DATA
ADMINISTRATOR

Hi. We're Rural Media.

We're a UK arts organisation and production company with a conscience. We're working to create a world where everyone has access to film, digital arts and media. We believe that everyone has a story to tell and the right to tell it.

We've grown a lot over the past few years and we want to do more to make sure the stories we tell reach more people. This summer we're looking to recruit a Social Media and Content Producer to help nurture, tell and share those stories.

We are looking for a passionate and dedicated individual to join our team as an Office & Data Administrator.

Sound interesting to you? This recruitment pack will tell you everything you need to know about applying.

The role is open to anyone based in the UK. We offer flexible working with some requirement to work from the Rural Media offices in Hereford when needed.





ABOUT RURAL MEDIA

Rural Media is a Hereford-based charity and production company producing digital arts projects and award-winning films. Founded over 30 years ago, we have a reputation, locally and nationally, for telling powerful stories from unheard voices and nurturing creative talent. We develop and deliver creative media projects with some of the most isolated and disadvantaged groups in the country, including people with disabilities, homeless young people, Gypsies, Roma, and Travellers, and those experiencing domestic or relationship abuse. Our work invests skills, opportunities for creative self-expression, and aims to raise awareness, influence change, and celebrate rural life.

Rural Media is undertaking major refurbishing and equipping of Packers House to create a Digital Culture Hub (DCH). The DCH will offer even more opportunities for young people, communities, and creative businesses to develop skills, a voice, and to play an active part in the social and economic development of Herefordshire and West Midlands.

We also have a commercial arm called **Rural Studios**, the commercial arm of Rural Media. From music videos to TikTok style shorts, from broadcast television to commissioned training and education resources, our clients and partners include BBC, Channel 4, Welsh Assembly, Hay Festival, Police & Crime Commissioners, local and central government departments. Our talented team operate out of the only dedicated professional TV production facility in Herefordshire. RS's income is invested back into Rural Media Charity to ensure disadvantaged rural communities continue to have access to creative media skills and technology to communicate, learn and improve their quality of life.

CONDITIONS

Job Title: Office & Data Administrator

Reports to: Finance Officer

Links with:

- CEO
- Creative Director
- Head of Development
- Head of Production
- DCH Project Manager

Location: Rural Media's offices Packers House, 25 West Street, HR4 0BX

Type of contract: Fixed Term 24 months with an option to extend.

Hours of work: F/T 37.5 or P/T 22.5 Negotiable

Salary: NJC scale 3 pt5 – pt11 (£23,500 - £25,979 pro-rata)

Pension: 3% contributory pension (if eligible)

Holidays: Starting at 22 days per annum plus public holidays (pro-rata)

Probationary Period: 3 months

We are seeking a highly motivated and organized individual to join our team as Office and Data Administrator. You will be responsible for providing administrative support to the Finance Officer, CEO, Senior Management Team, and Digital Culture Hub Project Manager, assisting with various tasks including managing databases, scheduling meetings and events, responding to enquiries, capturing and monitoring data for project reporting, supporting the finance team and supporting daily office operations.

KEY DUTIES AND RESPONSIBILITIES

1. General office administration:

- Provide support for daily office operations, including managing office supplies, visitor registration, building security.
- Respond to enquiries to the office via telephone by administering the office telephone voicemail and info email box signpost relevant staff members.
- Ensure the communal areas of the building are clean, tidy and stocked appropriately.

2. Data capture and reporting:

- Drive the implementation and management of RM's data collection, curation and database updating, ensuring accuracy and completeness of data. Includes updating all stakeholders' information as well as running reports and addressing queries as needed.
- Collate and publish RM, RS and DCH output information monthly / quarterly on appropriate funders' project templates / platforms.
- Support the development and management of a Board and Executive digital dashboard.
- Have responsibility for administering Arts Council England National Portfolio Organisation reporting data and schedule

3. Provide administrative support to the CEO, Board of Trustees, and DCH Project Manager:

- Collaborate with Senior Management Team to ensure that the CEO's and DCH PM's organizational priorities are met, and that projects and initiatives are completed on time and to a high standard.
- Schedule RM Board meetings, prepare and circulate agendas, reports, and presentations for the CEO and Board members as required. Attend and minute Board meetings and produce draft minutes.
- Support the planning and coordination of Zooms, events and courses when necessary, including managing participants' registration, arranging logistics, sending invitations, and collation of evaluation forms.
- Support the management of bookings for hot desks and meetings rooms.

4. Provide support to the Finance Officer:

- Assist with the review of funding agreements and reporting schedules.
- Assist with processing invoices and other bookkeeping duties.

5. Maintain confidentiality and handle sensitive information with discretion.

6. Undertake any duties not included in the above description to facilitate smooth running of Rural Media. Such duties will be within the employee's skillset, and support or training will be provided.

Other responsibilities include:

- Being an ambassador for the work of Rural Media, Rural Studios, and Digital Culture Hub by demonstrating its value in the delivery of its work.
- Working closely with the other members of the team to ensure that Rural Media achieves excellence in film and creative digital production, talent development, and community participation.
- Operating flexibly within a small team to ensure a focus on excellent service and working relations.
- Representing Rural Media externally as required.

PERSON SPECIFICATION

With attention to detail, strong interpersonal skills and a 'can do' approach you will be highly organised and motivated. A high level of administrative experience is essential, and a demonstrative understanding of the public and not-for-profit sectors is desirable. You will have excellent IT skills, be able to prioritise tasks and consistently meet deadlines. You will be flexible in your approach to work and a strong team player.

Knowledge, experience, and skills required, to be demonstrated when applying and at interview, include:

- Experience of working in an office environment.
- The ability to process information quickly and accurately.
- The ability to maintain confidential and sensitive information.
- Excellent literacy, communication, and presentation skills.
- Strong IT skills, including CRM systems, Word and Excel.
- Effective organisational skills, including prioritising to ensure deadlines are met, tasks are delivered on time, accurately and with attention to detail.

PERSON CHARACTERISTICS

- Good interpersonal skills with people from a range of diverse backgrounds.
- Flexible problem solver with a 'can-do' approach.
- Self-motivated and able to work on your own initiative.
- Confident, professional and an active team player.
- Dependable, reliable, and conscientious.
- Positive, resilient, and supportive under pressure.
- A strong commitment to the values of Rural Media including equal opportunities.
- Willing to undertake occasional evening and weekend duties.

HOW TO APPLY

Please send your CV and a short explanation as to why you consider yourself to be ideal for the position, based on the key responsibilities and person specification details to Ewa Olearczyk ewao@ruralmedia.co.uk

CLOSING DATE

16th October 2023

If you have any questions before applying, please email EwaO@ruralmedia.co.uk or call 01432 344039 and ask for Ewa Olyearczyk, Finance Officer.

INTERVIEWS

Interviews will be held w/b 23rd Oct with the successful candidate taking up their post as soon as possible.



IF THERE IS ANYTHING ABOUT
THIS RECRUITMENT PROCESS OR
HOW WE PROMOTED THE
OPPORTUNITY THAT HAS
CREATED ANY BARRIERS TO YOU
APPLYING, PLEASE LET US
KNOW.

