**Position: Office and Data Administrator**

Applications must be received by 16th October 2023

Interviews to be held w/b 23rd October 2023

**About Rural Media**

Rural Media [ruralmedia.co.uk](https://www.ruralmedia.co.uk/) 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.

**Rural Studios Ltd**

Rural Studios [ruralstudios.co.uk](https://www.ruralstudios.co.uk/) is 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.

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

**Conditions of Employment**

**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

**Role Review**

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.

1. **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

1. **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.

1. **Provide support to the Finance Officer**

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

1. Maintain confidentiality and handle sensitive information with discretion.
2. 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 of the role include:**

1. 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.
2. 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.
3. Operating flexibly within a small team to ensure a focus on excellent service and working relations.
4. 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.

Personal 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**

The closing date for applications is 16th October 2023 Interviews will be held w/b 23rd Oct with the successful candidate taking up their post as soon as possible.

To apply for the position 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](mailto:ewao@ruralmedia.co.uk)