

May 2022

Welcome

Administrator – Job Pack

Thank you for taking the time to find out more about Hijinx and our Administrator vacancy. We're excited to share more with you!

In this pack you will find some background information about Hijinx, full details on the role and how to apply.

Hijinx is one of Europe's leading inclusive theatre companies, striving for equality by making outstanding art with learning disabled and/or autistic actors on stage, on screen, on the street, in the workplace, locally, nationally and internationally for Wales and for the world.

As an organisation we are committed to what we do and have a phenomenal sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, rich, and supportive culture, which we hope allows people to live their best, most authentic lives. We work hard, play hard and laugh a lot!

As we recover from the impact of the pandemic, and build up to exciting new projects, we are recruiting for some key roles in 2022 – all with the aim of creating a sustainable and resilient creative organisation.

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at hr@hijinx.org.uk

Thank you for your time – we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Sarah Horner
Chief Executive

About Hijinx

- We are a bold, pioneering theatre company working in Wales and across the globe.
- We are known for our acclaimed theatre productions, community projects and communication training.
- We train over 60 artists with learning disability and/or autism (LD/A) in 5 academies across Wales.
- We tour the globe with our street theatre & theatre shows, in which Hijinx Actors create and perform alongside non-disabled actors.
- We produce films that change perceptions.

Our Vision

A world where the arts and society are fully inclusive for Learning Disabled and/or Autistic people

Our Mission

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for LD/A people

Our Values

- Integrity
- Ambition
- Equity
- Excellence
- Community

Administrator Job Description

We are searching for an administrative whizz to support our finance and HR work. Reporting to the Finance Manger, the Team Administrator will support the Hijinx team to implement effective systems for the management of HR and finance processes.

If you are organized, with some experience of HR & finance processes and enjoy getting things in order then this could be for you. We are a super friendly, yet busy, team, and we're looking for someone who can quickly get to grips with our systems and help us to develop and find efficiencies along the way.

Job title:	Administrator
Line Manager:	Finance Manager
Hours & Contract:	Full-time with some evening and weekend work for which time off in lieu is given. This is a permanent role.
Location:	The role is desk-based and part-time remote working will be considered alongside regular time in the Hijinx Office in Wales Millennium Centre – to be agreed with the team.
Salary & Benefits:	<p>£25,000</p> <p>Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme, support for Welsh Language learning, and an Employee Assistance Programme.</p> <p>Hijinx is committed to supporting ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met.</p>
Holiday entitlement:	25 days annual leave plus statutory bank holidays
Safeguarding:	Offer of employment is subject to an Enhanced DBS check
Right to work:	The successful applicant will be required to provide documentation of their right to live and work in the UK

Key responsibilities

Finance

- Purchase Ledger – posting invoices and securing approval from budget holders
- Sales Ledger – generating invoices on request from budget holders
- Reconcile bank accounts, PayPal, and company credit cards on a regular basis
- Liaising with and issue reminders to members of staff for key tasks
- Handling queries and liaising with suppliers as well as members of the Hijinx team.

HR

- Working with the HR Consultant to support recruitment and selection processes
- Supporting induction for new team members, including initial training on systems
- Overseeing absences, TOIL, and annual leave records
- Ensuring that DBS checks are carried out in line with company policy
- Completing and logging Right to Work checks in line with guidelines
- Safeguarding training – maintaining training records, and ensuring training is completed
- Supporting and coordinating staff training and development, including researching training options and logging attendance and certification
- Working with the team to support the delivery of our Strategic Equality Plan
- Reviewing and updating the Staff Handbook (with CEO and HR Consultant)
- Maintaining staff personnel files and records according to legislation, using Breathe HR
- Office & IT Systems
- Coordinating the development of company workflows using Salesforce and OneDrive
- Issuing contracts and other documentation for freelance workers in line with activity rotas
- Supporting documentation and invoicing for Hijinx Actors employment
- Purchasing office equipment and supplies
- Supporting with diary management and logistics for CEO and other departments as needed
- Acting as a main point of contact for staff for all basic IT, telephone and office support
- Providing general systems training for new members of staff
- Participating in any internal or external training and development provided.

Translation

- Ensure that company documents are translated in line with our Welsh Language Policy

Volunteers

- Support the Finance Manager to coordinate volunteer and student placements

Board & Governance

- Help to coordinate board and panel meetings
- Prepare, distribute agendas, minutes, and papers
- Attend meetings and take minutes, always maintaining confidentiality

General Notes

- Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.
- The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible band of freelancers and volunteers.
- We develop and encourage our employees to grow in their roles and to be the best they can be.
- We aspire to have a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.
- This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required.
- As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.

Personal Specification

	Essential	Desirable
Skills & Abilities		
Ability to develop and maintain positive internal and external relationships at all levels	X	
Effective, clear, and engaging communicator	X	
Computer literate, able to learn and work with a range of office software	X	
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	X	
Good eye for detail and an interest in making sure information is good quality, accurate and timely	X	
Able to handle personal data and information in a professional and discrete manner and in accordance with data protection legislation	X	
Ability to use own initiative with minimal supervision and deal with routine queries as they arise escalating to others as necessary	X	
Welsh Speaker		X
Skilled at developing workflows and systems to improve efficiency	X	
Experience		
Experience of providing administration support in a similar role	X	
Experience of interacting with learning disabled people in either a personal or professional setting		X
Experience of diary management and board support		X
Experience in data entry and accurate record keeping	X	
Experience of working with CRM and finance systems (ideally Xero and Salesforce)	X	
Attitude		
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	X	
Committed to inclusion and accessibility	X	
Passionate learner who is always striving to seek new ideas / approaches	X	
Handles difficult situations calmly and contributes to finding a way forward	X	
Shows sensitivity and respect to others	X	
Excellent team player, with a flexible approach to working practices	X	

To Apply:

If you think you are a good fit for the role and would like to apply, please send us:

1. A **current CV** telling us about your work experience to date – ensuring you highlight relevant experience, skills, and qualifications. Please send this as a **Word** document.
2. A **covering letter** of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send as **Word** document.
3. A completed **Diversity Monitoring Form** – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.

Applications should be sent to hr@hijinx.org.uk by the closing date.

Applications will close at midnight on **26/6/22** with shortlisting taking place week commencing **4/7/22**. Interviews will be scheduled for the week commencing **11/7/22**.

If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on info@hijinx.org.uk.