

Job title	Administrator
FTE	0.6 FTE (i.e. part-time, 3 days per week or equivalent. Ideally these days will include Tuesday and Wednesday)
Contract	Fixed-term, for 1 year
Place of work	At least 2 days per week in Daisi's office, Exeter Phoenix, with some working from home
Salary	£23,400 per year (pro rata)

Daisi seeks an enthusiastic, organised self-starter to play a key role within our small, committed team who are passionate about creating opportunities for young people to thrive through the arts.

Job description:

1. Maintain and develop Daisi administration systems keeping them up to date, accurate, communicated, and fit-for-purpose
2. Design and use databases efficiently and effectively
3. Maintain and update Daisi website, social media and other online presence
4. Ensure office equipment and IT systems are maintained and fit for purpose
5. Support the Daisi Board of Trustees e.g. with meeting arrangements, co-ordination of papers and information, compliance with Companies House and Charity Commission, registration of new Trustees etc.
6. Contribute to funding applications, e.g. by completing all administrative input and writing first drafts of appropriate sections
7. Support in-person and online events including e.g. venue bookings, administration of attendees, preparation of IT, preparation of materials/displays
8. Hold the office budget, ensuring necessary equipment is purchased within budget and accurate inventories of all equipment and systems are maintained
9. Take minutes at meetings, including Board meetings, ensuring all sign-off and sharing processes are fulfilled, and all actions are completed in a timely manner
10. Produce documents, including text, data and design, that communicate effectively and support people/teams to understand issues and make decisions, including project report documents, and presentations
11. Take an active staff role in at least one of the Board working groups, such as the Policy Group
12. Collect, record, analyse and communicate evidence of impact within Daisi's impact strategy e.g. through using feedback forms, database design and input, data analysis, and reporting
13. Co-ordinate volunteering and work experience opportunities at Daisi, and contribute to their support and supervision
14. Co-ordinate communications and maintain Daisi's profile with private giving schemes, such as the Exeter Community Lottery, and Daisi's Friends Scheme
15. Other appropriate responsibilities and activities as required by the Director

Person Specification. You will be someone who:

1. Can work independently, creatively, and with self-motivation, as well as collaboratively in a team
2. Has excellent computer skills including competence (or capacity to learn) across a wide range of programmes and apps including (but not limited to) MS Office 365 (e.g. Excel, Word, PowerPoint,

SharePoint, OneNote, Teams, Forms, Outlook), social media, website e.g. WordPress, Mailchimp, Google calendar, design platforms such as Canva etc.

3. Has excellent communication skills, and understanding of working within house style, and within branding guidelines
4. Is happy to engage effectively with technical providers, such as website and telephone providers
5. Is confident to communicate in a professional, knowledgeable and approachable manner with a wide range of people, including stakeholders and funders, teachers, artists, young people, parents, Board members, project partners
6. Has a strong attention to detail, produces accurate work, and can also support these traits in other staff, e.g. through proof reading, picking up typos etc.
7. Can organise and prioritise your own workload efficiently, working to evolving deadlines and timeframes, and can also support staff and the organisation to do the same
8. Can work within existing processes and systems, but also understands that in a small charity working across a varied range of projects your role will include refining and developing current systems and creating new ones
9. Can work in a hybrid work pattern including some work from home and some work from Daisi's office at Exeter Phoenix
10. Can work mainly in an office/computer-based environment, but is also available, on occasion, to travel to meetings and events as required across Devon and Torbay and beyond, some of which may take place out of normal office hours
11. Has a flair for handling and organising lots of information coupled with an excellent understanding of its purpose, enabling you to create and maintain fit-for-purpose, useful and proportionate systems and processes at Daisi
12. Has an interest in arts education and a commitment to improving outcomes for children and young people

How to apply:

Please email your application to admin@daisi.org.uk by **12.00 midday on Monday 13th May 2024**. Your application should be no more than 3 sides of A4 *in total* and should include:

- your CV, including 2 referees
- your letter of application

Please make sure that your application addresses the skills, experience and personal attributes that make you suitable for the role in relation to the job description and person specification outlined above.

If this looks like the next step for you, we will be delighted to hear from you. If you would like to have an informal chat about the role before applying, please contact Daisi Director Liz Hill via admin@daisi.org.uk

Interviews will take place in Exeter on Thursday 23rd May 2024.

Further information about Daisi can be found here [Home - Daisi - Arts inspired learning for young people and communities](#)

Daisi strives to be an equal opportunities employer. We are committed to equality and diversity and particularly encourage applications from people who reflect the diversity of the country today.