



ADMIN ASSISTANT

The Admin Assistant is a key role at Soho – working across all areas of activity – and a great first step in your career in the arts. Based in Dean Street, you'll help look after our people, our building and our work, with time split across these areas. It's an opportunity to grow your people skills, and develop your general administration, data gathering and compliance work, and support the overall Dean Street building management including programme and hires. This is an exciting time to join a forward-thinking organisation at a time of growth and expansion, as we move to become a multi-site operation with a strong digital presence.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of **FLEABAG** and recently released **TYPICAL** and **SUNRISE**. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

sohotheatre.com | www.sohotheatreondemand.com | [@sohotheatre](https://twitter.com/sohotheatre)



JOB SUMMARY

Closing date:	10am, Wednesday 26 January 2022
Interviews:	w/c 31 January 2022
Job Title:	Admin Assistant
Reports to:	Head of Finance & Admin
Works closely with:	Finance team, Facilities Manager, General Manager - Programme
Location:	London, W1D 3NE
Salary:	£21,000 per annum

How to apply:

To apply, please fill in an application form and complete an online equal opportunities monitoring form - [here](#)). When completing your application form, please read the person specification in the job description carefully.

We will shortlist for the position based on how you respond to the job description and the person specification.

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **AA2022** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 10am, Wednesday 26 January 2022.

We plan to hold interviews w/c 31 January 2022. We will contact every candidate, whether they have been shortlisted for interview or not.



Admin assistant - JOB DESCRIPTION

Purpose of Job: To support the administration, personnel and finance functions and the overall Dean Street building management including programme and hires.

Personnel Administration

- Administrate the personnel functions for Soho Theatre, Soho Theatre Bar and Soho Theatre Walthamstow, reporting to the Head of Finance & Admin and providing the team with a first point of contact for HR
- Support group-wide use of the e-HR system, ensuring records are kept up to date
- Maintain GDPR-compliant personnel records
- Keep the staff handbook and welcome pack up to date
- Collect workforce data for the completion of Arts Council England, TMA, Equity returns/surveys and support monitoring and evaluation as required
- Be a member of the Equality & Access Working Group, assisting with research / implementation of new projects and initiatives

Policies & Procedures

- Provide general advice on policies and procedures to staff
- Connect and communicate with other Arts sector HR teams through our membership of the LTC and UK Theatre, HR Working Group and CIPD groups
- Support the Head of Finance & Admin as point of contact for HR consultants or legal advisors that the group may contract

Recruitment

- Administrate all recruitment processes including producing recruitment packs, placing advertisements and adhering to the recruitment budget
- Work with Heads of Departments so that group policy is adhered to in short-listing, interviewing and appointing candidates
- Complete employment checks including references and eligibility to work in the UK
- Regularly reflect on recruitment process and adapt to support changing needs
- With the Heads of Departments, maintain, review and create job descriptions for all roles; issue and/or advise on suitable offer letters, statements of employment, consultancy agreements and contracts
- Lead on staff inductions for new starters and issue up-to-date Welcome Packs

Performance Management

- Ensure that staff appraisals occur when required (and at the end of probation periods) and to best practice, sitting in on appraisals and taking notes when needed
- Support line managers in consultation meetings which may lead to variation in contracts and issue and file letters of variation to contract
- Support the Head of Finance & Admin in managing matters relating to disciplinary, grievance and performance
- Ensure that exit interviews are carried out when staff leave the group, and that any relevant learning is shared

Training and Pastoral Care

- Seek out and implement suitable training and career progression opportunities for staff and update Training Needs Analysis as required
- Maintain the group training database, flagging when qualifications expire
- Process DBS checks for staff and freelancers with the Creative Engagement team

- Be aware of current and potential employee benefits programmes and manage these as required in collaboration with the Finance Manager
- Support the pastoral care of all staff, including organising staff events such as Christmas parties and lunches

Building & Hires Support

- Act as a Daytime Duty Manager if required (including covering duties of key holder, first aider and fire marshal, welcoming visitors and setting up spaces for use)
- Support the General Manager – Programme and the relevant creative teams to maintain the Dean Street building schedule via Artifax, co-host weekly diary meetings and be first point of contact for internal space requests
- Administrate the Dean Street hires programme (external organisations and individuals hiring spaces for activity within the building, liaising with the operational teams to ensure these complement the artistic programme)
- Support the Facilities Manager with office and administration infrastructure across the building (IT & phones, stationary and postage)
- Manage the office budgets (stationary, printing, postage)
- Maintain a good level of housekeeping in all the staff areas, ensuring everyone is aware of procedures, and implementing new processes when needed
- Support the organisation's effort to work sustainably as part of the Green team, ensure the building and its activities are as energy efficient as they can be
- Manage discrete administration projects as required

Finance

- Provide timely information to the Finance team regarding staff payroll and changes, e.g. new starters and leavers, changes in salary
- Create sales invoices for hires activity using accounting software

General

- Recording, analysing and supplying data for the compiling of reports including board reports and the ACE annual submission
- Take notes at internal meetings to provide a formal record of decisions (Health & Safety, Equality & Access)
- Answer phones as part of the general administration line and be a point of contact
- Support meeting of income targets and adhering to budget lines
- Administrate all aspects of the role, including filing and record keeping and reporting
- Contribute towards and champion Soho Theatre's Equality, Access and Diversity policies
- Undertake any other reasonable duties as may be appropriate to the post, as agreed with the Head of Finance & Administration

This is a guide to the nature of the work required of the Admin Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.



PERSON SPECIFICATION

Qualities

- Friendly, efficient and helpful
- Highly organised and self-motivating, with the ability to prioritise short-term and long-term tasks
- Comfortable in a fast-paced working environment
- Enthusiasm and support for Soho Theatre's vision and growth

Experience

- Experience of working in a role with administration responsibilities, or be able to demonstrate relevant alternative experience
- Experience of working in the arts or live events, or relevant alternative
- Experience of processing personnel or financial information, or relevant alternative

Skills

- Excellent administrative and organisational skills
- Good level of computer literacy – comfortable using Excel, Word and Outlook
- Strong written skills – drafting letters and contracts
- Good verbal communication skills with the ability to engage with a wide range of personalities and backgrounds
- Good attention to detail
- The ability to work both reactively and proactively
- The ability to work efficiently and to deadlines
- Discretion and tact – particularly when handling sensitive or confidential information
- Ability to work independently

We don't expect candidates to have used our (or any) accounting or event management software before; training will be provided.



TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London, and we work hard to increase representation across cultures and experience.

Terms of Employment

This is envisioned as a full time, permanent contract, with a 3-month probationary period. However we are open to job-share applications and part-time working proposals.

Salary

£21,000 per annum

Holiday entitlement

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.

Hours

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am to 6pm Monday to Friday. You may be required to work outside of these hours on occasion; there are no overtime payments but TOIL is negotiable with your line manager. Soho is currently asking its office staff to work in the theatre building once or twice a week.

Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 4% from the employer and 3% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Staff Benefits

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses

January 2022