



**apollo
music
projects**
inspiring children
through music

Job Description

Job title Company Administrator

tel: 020 8986 4101
info@apolloomusicprojects.org
www.apolloomusicprojects.org

Job description – This new role at Apollo Music Projects will support every aspect of the running of this successful music education charity.

Apollo Music Projects is a dynamic organisation that delivers music education projects to 23 primary and special schools across London. We are run by a dedicated team of part-time staff, working remotely. The Company Administrator will co-ordinate the day to day running of Apollo Music Projects, supporting all our activities across administration, marketing and fundraising.

We are looking for someone who can work 16 hours per week spread over three or four days, during school term time (40 weeks a year). The role will be based from home, with regular meetings in Hackney.

Salary and benefits

The salary will be £20,000 pa Full-time equivalent, with usual holiday entitlement and pension scheme.

Day to day responsibilities will include:

General administration (60%)

You will be the first point of contact for AMP and all our staff, and the co-ordinator of our internal systems.

- Acting as a central point of contact for all staff and trustees
- Responding to enquiries via phone, email and social media, or redirecting them to the appropriate members of the team
- Working closely with the CEO to support his work across the organisation, responding to the changing workflow and needs of Apollo
- Maintaining office systems and the company diary, using cloud computing models including Dropbox
- Updating policies and other key documents, with input from other team members
- Managing databases and spreadsheets using Excel.
- Supporting board and staff meetings as required.
- Providing administrative support for all members of the team, as required

Registered address:
43 Clifden Rd, London E5 0LL

Apollo Music Projects
is a charitable company
registered in England & Wales

Charity no. 1124784
Company no. 6585879

Marketing and profile (15%)

You will take ownership of Apollo's social media presence, ensuring regular activity and continuing engagement. Activities include:

- Updating and managing Apollo's website, using Wordpress.



LOTTERY FUNDED



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- Researching articles and points of interest to connect with or share via social media
- Drafting and designing company reports including the annual Trustees' report, using desktop publishing packages.

Fundraising support (25%)

You will support other members of the team to raise funds from a wide range of sources. Activities include:

- Proof-reading, editing and formatting applications
- Tracking funding deadlines for applications and reports, and assisting other staff to meet those deadlines
- Researching funding opportunities, particularly via local sponsorship, corporate fundraising and the Friends scheme.
- Providing ad hoc support for events e.g. receptions for Friends of Apollo Music Projects

Person specification

E= essential requirement

D = desirable requirement

Knowledge and interests

- Commitment to and enthusiasm for Apollo's work (E)
- Understanding of funding mechanisms for arts charities (D)

Experience

- Experience of working in a small organisation, providing support to other members of staff and responding to the changing needs of the team. (E)
- Substantial experience of using Microsoft Office including excellent skills with Word and Excel in a professional setting (E)
- Experience of managing social media accounts (E)
- Experience of using cloud computing models and of working remotely (E)

Skills & abilities

- Excellent time management and organisational skills, including the ability to prioritise your own workload and work to tight deadlines (E)
- Excellent written skills and proofreading (E)
- Ability to work flexibly in response to changing demands (E)
- Ability to apply new concepts to working practices (E)
- Excellent communication skills—talking, writing and listening. (E)
- Experience designing and laying out documents using desktop publishing packages (D)



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Application details

To apply please send CV and covering letter outlining why you think you would be a suitable candidate for the role, and why you are interested in working for Apollo Music Projects, along with details of relevant skills and experience to info@apollomusicprojects.org. Please include details of your time commitments and availability.

CLOSING DATE 31 March 2018