



**apollo  
music  
projects**  
inspiring children  
through music

## Job Description

**Job title** Company Administrator

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

**Job description** – This 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 ideally looking for someone who can work 12-16 hours per week spread over three or four days. 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.



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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 [david@apollomusicprojects.org](mailto:david@apollomusicprojects.org). Please include details of your time commitments and availability.