



## **JOB DESCRIPTION**

**Job Title:** Administrative Manager

**Responsible to:** Director

### **Introduction**

Centrala is a multifunctional art space in Birmingham run by the Polish Expats Association, a non-profit organisation presenting art from Central and Eastern Europe and the UK. It consists of an art gallery, training centre and artistic café. The aim of the gallery is to create an inspirational place and platform for building social ties. The innovative programme includes socially engaged contemporary art from Central and Eastern Europe as well as artists interested in the region's culture, history and socio-political situation. In recent years, Centrala has developed an experimental music and sound art program alongside our visual art program which has become an integral part of our cultural offer. Centrala is a part of the Polish Expats Association and has been in existence since 2014 and has developed a local, national and international reputation for its art programme and innovative projects.

### **Purpose of Job/Key objectives**

Centrala is looking for an experienced and highly motivated individual with excellent organisational and communication skills to assist in the realisation of the organisational objectives and provide day to day support for the Director. This is a key role and will require attention to detail, excellent administrative and communication skills as well as an in-depth understanding of the environment in which Centrala operates.

You will sit on the Strategic Leadership Team (SLT) as an active participant in the group. In addition, you will provide support for members of the SLT and will work closely with the Chair and Advisory Board. You will oversee board meetings ensuring that papers and agendas are delivered on time and that minutes are taken for all meetings.

You will be expected to thrive in a fast-paced organisation with multiple priorities and will need to feel confident about dealing with a range of people, internally and externally. You will be highly organised and professional, with a proactive approach and a passion for the work of Centrala and Polish Expats association. The ability to take the initiative, remain calm and focused whilst working under pressure is essential.

A certain level of flexibility regarding availability outside normal working hours is required to attend events, meetings and openings.

## **PRINCIPAL DUTIES, TASKS AND RESPONSIBILITIES**

- Support the work of the Director by dealing with day-to-day matters, including organising the Director's diary, travel and responding to letters, emails and requests for information from stakeholders and members of the public
  
- Plan and deliver on competing priorities whilst supporting the work of the Director and others
  
- Contribute effectively to the leadership and management of Centrala by playing an active role in the work of the Strategic Leadership Team. This includes the development and implementation of Centrala's Business Plan and strategic objectives, including reviewing the culture of the organisation, and ensuring the Organisations sustainability and resilience.
  
- Provide a comprehensive range of support services to the Director and the Strategic Leadership Team, contributing to the efficient running of the organization including reporting for funders
  
- Ensure that the Arts Council NPO quarterly reporting requirements and annual survey deadlines are met, by coordinating and uploading the information
  
- Oversee the smooth-running of the organisation's HR duties and staff files
  
- Provide secretarial and administrative support to the Board of Trustees, including (but not limited to) setting meetings, drafting and coordinating papers, minute taking, organising all necessary paperwork for recruitment of trustees, maintaining internal systems and Policies
  
- Devise, maintain and develop appropriate office systems including digital filing systems, to ensure that the information held is relevant, up to date and readily accessible. Ensure that all operational systems are appropriately documented
  
- Open and maintain files and records, produce status reports and statistics, enter, record and retrieve information held in spreadsheets and databases using computer software packages eg Microsoft Excel, PowerPoint, Google Applications as required
  
- Attend meetings as required, produce agendas and reports, take, type and distribute minutes for the Director and other staff within Centrala as appropriate
  - Administration of grant funded projects
  - Administration and reporting of contracts
  - Contributing towards fundraising
  - Representing Centrala in external meetings

- Supervising small team of staff and freelancers
- Evaluating the administrative department regularly and implementing improvements
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Overseeing special projects and tracking progress towards company goals
- Carry out duties in accordance with Centrala's Equal Opportunities, Access, Employment, Health and Safety and Inclusion Policies
- Act as an advocate for Centrala values and mission as well as the Gallery's role in Birmingham arts ecosystem
- To carry out any other duty as directed by the line manager, in accordance with the level (or seniority) of the post

NB this job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by or on behalf of the Director of Centrala without change to the level of responsibility appropriate to the grading of the post.

## **PERSON SPECIFICATION**

### **Key conditions of service**

**Hours:** Part Time 3 days per week  
(may include occasional evening/weekend work)

**Salary:** £27,000 Pro Rata per annum

**Contract:** Permanent

**Location:** Centrala, Digbeth /Home working

**Leave:** 20 days per annum plus 8 Bank Holidays (Total 28 days)

**Probation:** 3 months

**Email CV and Application form to [Centrala@Centrala-space.org.uk](mailto:Centrala@Centrala-space.org.uk)**

**With the Subject line - Administration Manager**

**For questions regarding the post please email [Richard@centrala-space.org.uk](mailto:Richard@centrala-space.org.uk)**

**We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**

