

Irish Street Arts, Circus and Spectacle Network - Applicant Information Pack

Role: Company Administrator

Responsible to: The Director of the ISACS Network.

The role of company administrator is a new position in the company and an opportunity for the position holder to contribute strongly to the development of Street Arts, Circus and Spectacle in Ireland and internationally.

This is a part time role at 20 hours per week in a busy membership organisation, and we are seeking a capable individual who is keen to work within a fast growing network. It is essential that the candidate enjoys working as part of a small and mutually supportive team.

The role is broad, with room for growth, and the successful candidate will be supported by the Director and the Board of ISACS, as well as being offered training and development as required.

For further information about the role, or for any further queries please contact info@isacs.ie

Overview

The ISACS network was formed in late 2010 in response to a recognised need for a representative body for this emerging and flourishing area of practice in the arts in Ireland. ISACS exists to increase recognition for Street Arts, Circus and Spectacle artists and companies in Ireland, to build capacity in the sector and to create a strong support structure for these art forms. Over the past five years our membership has grown from 10 to over 100, and continues to grow monthly, clearly demonstrating the need for this umbrella organisation.

ISACS is the leading support and advocacy organisation for the development of the Street Arts, Circus and Spectacle Art Forms in Ireland.

Vision:

A thriving, sustainable and connected street, circus and spectacle sector in and of Ireland.

Mission:

Our mission is to support, encourage and empower the Street Arts, Circus and Spectacle art-forms of Ireland.

Goals:

ISACS' three main goals are –

1. To **nurture, support and encourage** emerging and established street, circus and spectacle artists and arts organisations as they undertake their journeys towards productive, professional and sustainable careers.
2. To **develop opportunities, build partnerships and stimulate exchanges** between the ISACS sector and national and international interests.
3. To **grow, maintain and represent** a strong, respected and cohesive Street Arts, Circus and Spectacle sector in Ireland.

This is an incredibly exciting time to join the ISACS Network as we enter the next phase of our evolution through our new three year [Strategic Plan](#). We also are preparing to host the International Conference FRESH STREET#3 as part of the Galway 2020 European Capital of Culture Programme. This event will bring a whole new level of awareness, exposure and profile to these art forms in Ireland. This project gives us an opportunity to create a significant legacy for these art forms, facilitating exponential growth.

We are looking for a highly motivated and capable individual to join our team as a Company Administrator to support the Executive Director in the implementation of the Strategic Plan 2019-2021, and to contribute to a thriving organisation with an ambitious vision for the years ahead.

The Company Administrator will be at the very heart of the Company, facilitating and supporting a smooth working process across all aspects of the organisation. As CA of the ISACS Network, you will be a key member of our team. Your work will greatly enhance and support the well-being of the organisation and will be integral in enabling ISACS to achieve its goals.

The role is a prominent operational role in the growing sector, which offers the right person an opportunity to implement and deliver for the future of these art forms at a key turning point for same.

If you share this commitment to the values and ethos of our organisation, and have the leadership skills and experience, we want to hear from you.

Terms & Conditions

Job Title: Company Administrator

Salary: €14,400 gross salary

You will be assessed for income tax (Pay As You Earn) purposes. The actual amount payable will depend on your personal tax credits.

Contract: Part-time 20 hours per week, 1 year contract from agreed start date with possibility of extension

Hours: Standard hours are Monday to Friday, but evenings and weekends may occasionally be required for which Time Off In Lieu (TOIL) is offered by agreement of the Director.

Location: ISACS HQ, Old County Hall, Spawell Road, Wexford, Ireland - with occasional travel required across Ireland, and occasional international travel

Travel: Sometimes overnight stays are required, as well as occasional evenings and weekends, particularly during event delivery times

Holidays: Pro rata as per standard rates of 8% entitlement for all employees.

Notice Period: 2-Months

Probation Period: 3-Months

How to apply

Please email your CV listing two referees (including phone numbers and email addresses) and cover letter outlining your interest in this role and what skills and experience you would bring to the ISACS Network. Please refer directly to the job description and person specification. Receipt of your application will be confirmed by email and your application will be treated with strictest confidence.

Please submit your application by email to: info@isacs.ie

Please mark your email: Company Administrator Application

The closing date for applications is: Fri 15th March at 12 noon (Irish time).

Interviews will be held: Fri 22nd March in Wexford town

JOB DESCRIPTION

The Company Administrator will manage the day to day operations and systems, support the Director across compliance, staffing, finance, ISACS Membership, and is a central position in the Network helping to ensure that the Director can implement sustainability and strong organisational and visionary planning. The Irish Street Arts, Circus and Spectacle Network is a growing organisation and as such we are looking for someone interested in how they might shape their own role moving forward.

The successful applicant will perform the following:

Administration -

- Management of the company's day-to-day operations and systems
- To be the first point of contact for all incoming enquiries through telephone and general emails
- Maintain excellent communication across the organisation, in particular with the Director and wider team including preparing and sending the information to the members
- Assist the team with any IT or telephone issues and updates
- To co-ordinate and minute internal meetings i.e. operations meetings, production meetings and board meetings
- Assistance with project administration as required for the Director
- Together with the board and CEO review and update company policies and procedures regularly according to the Governance Code (ISACS is on the journey to becoming fully compliant by yr end 2019)
- Maintenance and preparation of all policy documents required for full legal compliance

Human Resources -

Support the Director in

- The administration of recruitment and onboarding processes for all, casual and freelance staff
- Maintaining and developing HR systems, policies and procedures, personnel records within the frameworks of employment legislation and good practice;
- Developing and maintaining a Company Employee Handbook

Financial Management -

- Support the Director and Accountant in all financial and administrative processes
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the organisation
- Assisting with reporting requirements for Arts Council Ireland, Board and other stakeholders
- Oversight of project budgets, including tracking of income and expenditure, and the management of contingencies; in consultation with the Director
- preparing of budgets and financial models for funding applications and the board; in consultation with the Director
- Co-ordination of book-keeping, invoicing and payments;
- Liaising with the external accountants with regards to the annual audit and any additional project audit requirements; in conjunction with the Director
- Preparing any contracts and grant agreements for partners and suppliers with ISACS;

General –

- Attend meetings, draft newsletters, promotional decks and any other specific admin as required by the ED
- Adhere to, and actively contribute to all ISACS policies, including Equalities (diversity, access and equal opportunities), Environmental and Health & Safety
- To act always in the best interest of the organisation
- Any other duties as reasonably required

PERSON SPECIFICATION

ESSENTIAL:

Excellent organisational, administrative, IT and project management skills – you love getting things in order and can make things happen with maximum efficiency.

- Passion and commitment to the values, objectives and vision of ISACS Network
- 2-3 years experience in a management, administrative or development role in the arts
- Minimum 2 years experience of financial management including understanding of cash flow, management accounts and supervision of budgets in excess of £100k preferably in an arts organisation;

- Team player with excellent communication and interpersonal skills and demonstrable experience of developing and maintaining effective relationships with a wide range of organisations and individuals
- Ability to work under pressure, prioritising between conflicting demands and retaining attention to detail
- Commitment to equal opportunities policies and practice
- Experience of fundraising or preparing grant applications
- Willingness to work some evenings and weekends as required;
- Willingness to travel in Ireland and potentially internationally.

DESIRABLE:

- Competency with SAGE accounting software or equivalent accounting software.
- A demonstrable commitment and interest in the arts
- Experience of programme management across a complex and multi-layered landscape
- Experience of staff management and H.R.;
- Experience of preparing contracts for staff, suppliers and freelance contractors.

We recognise that this is an extensive Job Description; support and/or training will be given if required.

If you would like to discuss any aspect of this role on a confidential basis, please contact Lucy Medlycott at info@isacs.ie or 00353 (0)87 0541812

The Irish Street Arts, Circus and Spectacle Network is an equal opportunities employer.