

# Job Description



Job Title: **Operations Co-ordinator**

Reporting to: Creative Director

Hours: 21 hours per week

Date: 30<sup>th</sup> November 2020

## Main purpose of role:

- Co-ordinate the day to day smooth running of Fischy Music
- Project co-ordination – in consultation with creative team
- Finance – monitoring the budget in collaboration with Creative Director
- Events co-ordination (online and face to face) – in consultation with creative team
- Fundraising administration in consultation with Creative Director
- Providing administrative support for Fischy Music Online
- Evaluation
- Providing administrative support for Fischy Music Board
- Ensuring all policies up to date and relevant

## Main Duties:

1. **Co-ordinating**
  - a. Events
    - Liaising with creative team over event strategy
    - Scoping and securing new events in consultation with creative team
    - Managing events programme
  - b. Projects
    - Scoping and securing opportunities for projects and partners in consultation with Creative Team leader
    - Securing funding for projects
  - c. In collaboration with Creative Director:
    - Managing the main [info@fischy.com](mailto:info@fischy.com) inbox
    - the diary and operational plan for all Fischy team
    - legal and practical issues around office/studio

## **2. Financial**

In collaboration with Creative Director:

- Monitoring the budget throughout the year in consultation with finance group
- Providing administrative support for fundraising for projects and core costs
- Liaising with treasurer and finance administrator

## **3. Strategy and Governance**

- Monitoring progress towards strategy – operational plan for each year
- Providing administrative support for Board
- Attendance at Board meeting and minute taking

## **4. Policies/Legal**

- Ensuring all policies are relevant and up to date
- Ensuring safeguarding training happens for all staff
- In consultation with Creative Director, communicating with OSCR

## **5. Evaluation**

- in consultation with creative team ensuring all services are evaluated effectively

## **Measures of success:**

- Efficient day to day running of Fischy Music
- The ethos of Fischy is maintained and developed
- An ongoing balanced programme of events and projects in place
- All services regularly and effectively evaluated
- Well serviced and informed Board

## Person Specification

	Essential	Desirable
<b>Skills, abilities and knowledge</b>		
Communication and Interpersonal Skills	x	
Project and event managing experience	x	
Successful fundraising experience and knowledge		x
Planning and Organisation	x	
Creativity and Innovation	x	
Financial experience and knowledge	x	
Commercial Understanding		x
Driving license		x
IT skills	x	
Evaluation experience	x	
<b>Personal qualities</b>		
Enthusiasm and passion in supporting wellbeing of young people	x	
Good team player	x	
Well organised	x	
Good initiative	x	
Flexible working pattern		x