

Employment Opportunity

Administrative Assistant

- Job Title:** Administrative Assistant
- Wage:** £7.83 per hour
- Start Date:** February / March 2019
- Terms:** Fixed term contract for 3 months
3 days a week (Wednesday to Friday)

About Us

Curious Minds are a regional cultural education charity based in Preston. We believe art and culture are an essential part of child's life and our mission is to make sure creativity and culture are something they will all experience through schools, education and other services for children and young people. We are proud to have been serving the North West of England as Arts Council England's Bridge Organisation since 2012. We are called a bridge organisation because we 'bridge' the worlds of Education and Culture. For more information please visit www.curiousminds.org.uk

The Role

Curious Minds are currently seeking an Administrative Assistant (3 days per week) to assist in the day to day running of a busy office environment.

Tasks include:

- Providing administrative support to the programme delivery teams. This includes: photocopying; message taking; filing; drafting correspondence; distributing post and other general office duties.
 - Being responsible for the main reception desk in the office, welcoming visitors and answering the phone.
 - Monitoring and maintaining appropriate stationery supplies and printed leaflets and booklets.
 - Ensuring that the office runs smoothly on a day to day basis, which includes: monitoring the levels of cleaning supplies, office refreshments, printer toner cartridges and restocking as required.
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- Making bookings and reservations for hotels, travel and catering as requested.
- Being responsible for managing the use of petty cash and keeping records up to date accordingly
- Undertaking any other relevant duties deemed necessary by the Programmes Administrator and the Director of Finance & Operations.

Please note this is a fixed term contract for 3 months. There is a possibility of extending beyond the initial term if agreed by everyone involved and if there is a need for the company.

Who we are looking for?

We are looking for someone with good administration skills that we can support to develop further and become more work-ready. You should have an interest in administration and office management and might have previous work experience. Good communication skills, both in person, written and on the phone will be needed. Ideally, you will have an interest in arts and culture, but you don't need to be a creative person to apply for this role.

Curious Minds is committed to equal opportunities and we are keen to have a workforce that is representative of the North West population. We welcome applications from all people and we would particularly welcome applications from BAME and disabled applicants. We are taking the positive action of offering an interview to all BAME and disabled applicants who meet the Essential Criteria for this opportunity. Any final appointment will be made on merit.

Location and hours

Curious Minds are based in Preston Guild Hall (<https://curiousminds.org.uk/contact/>). This role is office-based and any travel needed will be agreed with the successful person. The working hours will be 10am – 3:30pm on Wednesdays, Thursdays and Fridays.

How to apply:

Please complete both parts of the attached application form (1 and 2) and return to sue.langfeld@curiousminds.org.uk by the deadline given.

Timescales

The deadline to apply is **5pm on Monday 11th February 2019**

Informal interviews will take place at the Curious Minds office in Preston on **Wednesday 20th February 2019**.

Ideally the successful candidate will be available to start the **week beginning 25th February or 4th March 2019**.

If you have any questions and would like an informal chat before applying please contact Hanna Lambert at hanna.lambert@curiousminds.org.uk or 01772 827 001.
