



Tavaziva is seeking an Administrative Manager (part-time, 3 days a week)

Tavaziva is looking for a highly organised person with a passion for dance/the performing arts and a flair for communication to be the linchpin of the organisation.

This is a demanding and vital role within a small company, responsible for its smooth running. Working closely with a busy team to manage processes and timely operational activities at every level of the company, the Administrative Manager will ensure that the teams are facilitated collaboratively to continuously improve and effectively deliver the company programme of activity.

Main responsibilities of the post include:

- Supporting the Executive Director in the efficient and effective running of the company.
- Providing a solid infrastructure that enables the creation of first-class productions, performances, and a holistic engagement programme with communities.
- Working with the whole team to meet the Company's aims and ambitions.

Appointment:	Part time 3 days a week
Salary:	£30,000 - 32,000 pa pro rata
Line Manager:	Executive Director
Holiday entitlement:	15 days + statutory bank holidays pro rata = 20 days (full time equivalent 25 days+ B/H)
Office hours:	10am-6pm. Evening and weekend work may be required at times. Overtime is not paid but discretionary TOIL is offered.
Location:	bbodance, Ensign House, Battersea Reach Juniper Drive, London SW18 1TA Flexibility of work from home can be arranged in advance on agreed days
Probationary period:	3 months during which 2 weeks' written notice required by either party.

To apply: Please email your CV (not more than 2 pages) and a cover letter (not more than 1 page) describing your relevant experience and what you will bring to the job. Clearly mark your application ADMINISTRATIVE MANAGER

Send to: getintouch@tavazivadance.com

Closing date: 12:00 noon on Monday 22 May 2023

You will be notified by week commencing Monday 29 May 2023 if you have been selected for interview.

Please note that we will only be notifying you if you are offered an interview.

Interviews: At bbodance, w/c Monday 19 June 2023

Start date of appointment: As soon as possible

Tavaziva actively encourages people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

To know more about Tavaziva visit www.tavazivadance.com

'BOY'S KHAYA gives a beautiful, powerful comment drawing on his own personal experience of racism and apartheid in Zimbabwe.'

Carol Woddie, theatre journalist and critic The Arts Desk, Reviews Gate,
My Theatre Mates, London Grip, woddiereviews.org.uk

ABOUT TAVAZIVA

Tavaziva is an acclaimed London Based company touring work nationally and internationally, inspired by the lived experience of its founder and artistic director, Zimbabwean-born Bawren Tavaziva. The unique style synthesises African, ballet and contemporary dance producing dynamic, risk-taking, beautiful work. This is a pivotal and exciting time to join Tavaziva as the company approaches its 20th Anniversary in 2024. Tavaziva is one of the organisations in Arts Council England's National Portfolio Investment programme for 2023-26 and is planning new and reworked productions for touring performances combined with a holistic engagement programme for learning and participation. If you are a highly organised and effective Administrative Manager, with initiative and a systematic approach to running a small and adventurous dance company, we want to hear from you.

Job Description: Administrative Manager (part-time, 3 days a week)

The Administrative Manager will be responsible for the smooth and holistic running of the company making sure that all staff, contractors, consultants, executives, board of Trustees and Associates have everything they need to complete their roles. The responsibilities below are not an exhaustive list and may change within reason in line with company strategic development plans.

Roles and responsibilities

Office and Administrative Management

- Responsible for the smooth running of office systems, maintaining appropriate, effective processes and operational procedures such as IT and computers, phones, filing, photocopying, inventory and office supplies.
- Purchasing office goods, supplies and services ensuring service level agreements and contracts are appropriate and maintained or reviewed periodically.
- Ensuring that the company has all necessary up to date insurance cover plans for the business including governance, touring productions, and training.
- Ensure that the company Tenancy lease is current, and the occupancy kept within the agreed Terms, notifying the Executives of any updates or changes that need attention in good time.
- Ensuring the organisation's data is handled in line with Tavaziva's and Statutory policies and procedures.
- Managing updates of Privacy and Data policies and ensuring all engaged with the company are aware of any policy updates and ensuring that the organisation complies with GDPR guidelines.
- Supporting Personnel and HR logistics including managing the recruitment of staff, advertising posts and inductions which includes going through the Staff handbook and providing related templates and guidelines on e.g. pension, Leave, TOIL
- Ensuring that statutory staff training is completed by relevant teams, e.g. safeguarding,
- Line managing occasional support or temporary team members where appropriate, setting agreed clear objectives and conducting periodic reviews in consultation with the Executive Director.

Supporting the Executives, Board of Trustees, stakeholders and wider staffing team

- Being the first point of contact both in the office and online, maintaining a good working environment and relationships
- Supporting the team in effective project and organisational planning, timetabling, information sharing and scheduling across the team
- Supporting strategic reporting to stakeholders, working with relevant teams to update, monitor, collate and submit relevant statistics and information required monthly, quarterly or annually.
- Supporting the development and execution of the business plan and programme delivery as an organisation within Arts Council England's National Portfolio organisation
- Booking and attending meetings, taking minutes, collating, and disseminating papers timely before and after meetings, following up on actions and getting papers approved where necessary and maintaining a level of confidentiality.
- Managing logistics for travel, hotels and subsistence where needed
- Managing calendars and schedules for team activity and seasonal programmes

- Managing Tavaziva database of contacts, stakeholders and strategic documents that support the cultivation of current and new business.

Operations and Finance

- Enabling the Artistic activity of the company to operate smoothly with relevant financial administrative support
- Maintaining effective financial and book-keeping procedures to deal with invoices, payments and receipts, Petty cash, banking, per diems, maintaining close communication with the Finance Manager and Executive Director
- Keeping accurate financial records relevantly coded for easy reference and updating the stock and asset register
- Working with the producer/production team to ensure that performances, commissions, workshops and other work by Tavaziva is appropriately negotiated including VAT where needed and invoices for payment are presented in time, recorded and followed up where needed.
- Updating the company Risk Management and Assessment forms quarterly for risk awareness and board review.

Safeguarding and Risk management

- Working with the Designated Safeguarding Lead (DSL) to ensure that the company complies with the law.
- Ensuring that all DBS Certificates for relevant individuals are in place and current.
- Working with the Producer/production team, to ensure that dancers' contracts are in place and appropriate with relevant additional documentation as necessary (e.g. DBS checks, insurance etc)

Marketing and Communication

- Working with the office team, designers and photographers to promote and market the work of the Company to the highest standard. Where needed set up Eventbrite pages for events information and booking.
- Arranging the capture of audience and participant feedback through sound recordings, filming – to support the company's digital and Social Media activity for marketing use.
- Supporting the development of the Company's digital profile.
- Supervising the content creation, scheduling posts on social media in line with the brand aligned to the agreed communication strategy.
- Updating and maintaining the company's website using WordPress, ensuring it is up to date and information is correct.
- Scheduling regular posts on Social Media accounts in collaboration with the content creator and ensuring appropriate messages and timely promotional campaigns are launched.
- Liaising with the dancers to supply marketing material – messages, images and film when needed for social media or other marketing materials in collaboration with the content creator and company manager/producer?
- Producing and circulating the Company's e-newsletters collaborating with the whole team
- Working with the designers to produce new relevant merchandise/products.
- Ordering and managing the company's merchandise including collating sales and posting.
- Managing databases for mailout invitations as required for strategic events.

Person Specification

Essential

- A degree or equivalent level training in administration, arts management or relevant previous experience.
- Experience of effectively managing financial processes with changing funding climate in regard to sponsoring arts organisations/small businesses.
- Knowledge and understanding of the business and or arts sector, preferably in dance or other performing arts
- Demonstrable experience of previous Operations or Office Management
- Excellent management, interpersonal and communication skills

- A confident, flexible, and diplomatic manner
- Experience of managing or working as part of a team
- Practical, hands-on and an enthusiastic approach to getting things done
- Ability to work on own initiative and as a team, looking after own admin and day to day office-keeping
- Ability to work under pressure, meet deadlines and manage multiple priorities
- Computer literate in Word, Excel, Outlook, Power Point
- Willingness to work flexibly in response to changing organisational requirements

Desirable

- Experience of Arts Council England funding system and monitoring requirements
- Knowledge of the UK funding climate
- Confident with new technologies and experienced in marketing and social media
- Previous experience of working with or supporting a Board of Trustees
- Evidence of working with interns and work placements
- First aid trained and safeguarding procedures
- Knowledge of GDPR protocol

Special working requirements

- Occasional evening, overdays and weekend work will be required,
- Attending workshops, residencies and performances where required