

Admin Support freelance contract

Delivery of administration, information processing and support services for **Wiltshire Music Connect**

About

- Ideally suited to people running a portfolio of freelance administrative work
- Freelance fee in region of £15 p/h dependent on experience
- Delivery of existing administrative processes and procedures
- Undertaking project-based tasks and duties (online and / or face to face)
- A part time freelance administration role which involves a flexible approach, working from home with online contact with the team (during office hours), and occasional face-to-face meetings in Wiltshire

Qualities / skills

- Experience and understanding of administration and the requirements for supporting a busy team
- Efficient and well organised with ability to prioritise workload
- Accuracy in literacy and numeracy plus excellent standard of communication in English language
- Presentation of work is clear / tidy
- Confidentiality / discretion / GDPR etc
- Confident IT skills - experience in Excel is essential, and experience of Microsoft Office / Google Workspace is preferred.
- Able to respond to a clear brief and within defined timetables / deadline
- Ability to work independently using own initiative, and confidence to ask for support when needed

Examples of tasks

- Support with event admin – eg online bookings, data cleansing, etc
- Support with ensuring Associate profiles up to date eg regular chasing PLI & CPOT dates
- Communicating with various stakeholders to chase and find out information / data
- Tuition Subsidy support – sending, chasing emails and points of clarity following panels
- Recording and monitoring Right Choice sales
- Monitoring CPD evaluation form completion and pulling data off spreadsheets
- Supporting decision making panels
- Supporting project administration – eg creating Award nomination online forms

Please note

- Although this role does not require direct contact with children and young people, the data is classed as sensitive, therefore will require Enhanced DBS check, which we can arrange
- There is no requirement for music education knowledge and expertise
- Between 3 – 15hours p/w approximately – variable within weeks and times of year
- Right to work in the UK essential
- No agencies

Interested?

[Click here](#) for our website to see what we do

Apply by sending us your CV with a covering email to info@wiltshiremusicconnect.org.uk

Closing date for applications: 9am on Tuesday 12 July 2022

Interview date: Wednesday 20 July 2022