

## Vacancy Summary

<b>Job Title:</b>	Admin Assistant
<b>Salary:</b>	£ 9,564.15 per annum (FTE £19,128.30 p.a.)
<b>Location:</b>	West End Centre, Aldershot
<b>Hours:</b>	18.5 hours (0.5FTE)
<b>Type of Contract:</b>	Fixed term contract (12 months)

### **Do you believe in providing great support for a vibrant programme of live shows, creative activity and community engagement?**

As Admin Assistant you'll join a friendly, welcoming team of highly professional staff and committed volunteers at the West End Centre in Aldershot. This is a temporary maternity cover position for a period of 12 months.

The West End Centre is an iconic, vibrant venue that has been at the creative heart of Aldershot for more than 45 years. A converted Victorian school, its stage has seen performances by Primal Scream, Blur, Trevor Noah and many more, and it continues to host world-class music, comedy and contemporary theatre as well as supporting local and upcoming talent. During the day the building is full of people learning something new, whether stained glass, pottery, sewing, acting or computing skills. We run a dedicated and varied community participation and outreach programme, and the recent past has seen the development of online and outdoors programme strands.

We are seeking a highly organised and proactive administrator to support the successful day to day running of all programme activities in the building and beyond.

### A bit about you

You will be highly motivated, have excellent organisational and IT skills and take pride in maintaining efficient systems which enable us to deliver our programme effectively and provide the best possible service to our customers and stakeholders. You will thrive in a busy, diverse role within a small, friendly, dedicated team. Working closely with the General Manager and programme team, this role is at the heart of the arts centre's operations.

### What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.



We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.

#### The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee paying venues and discounts across café and retail.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to [people@hampshireculturaltrust.org.uk](mailto:people@hampshireculturaltrust.org.uk). Please note applications without a cover will not be considered.

**Closing date for applications:** 8 August 2021

**Interview date:** 16 August 2021

To find out more about us, visit our website: [www.hampshireculture.org.uk](http://www.hampshireculture.org.uk)