

## **JOB OPPORTUNITY: BrazUKa (and its projects Katumba & BlaST) seek a Part-Time Senior Administrator**

### **Part time Senior Administrator Job Description**

#### **Introduction**

This role is offered by BrazUKa International in partnership with BlaST

The parent organisation of Katumba Drumming & Movement (KDM), and founding member of newly formed BlaST (Black Social Traders) Network, BrazUKa specialises in music and movement practices, delivering workshops, performances & events for all ages & demographics in the UK linking to Brazil and other countries.

BrazUKa top priorities of diversity, accessibility and inclusion are reflected in its setup and make up from its diverse board of directors to its members from diverse cultural backgrounds

#### **Vision**

This is an exciting time for BrazUKa and BlaST: we are seeking an enthusiastic senior administrator to join our busy and dedicated team.

We believe in the power of music, movement and mindfulness practices for positive change and are passionate about using these practices to support individuals and businesses' wellbeing on a local and international level whilst celebrating cultural diversity.

To realise our vision, BrazUKa International is seeking an experienced and enthusiastic Administrator to support our growing activities.

They will manage and develop the administrative processes working individually and as part of a team. The Senior Administrator will need to be a highly organised and focused individual, with knowledge and experience of running an organisation's administration functions.

#### **Terms and Conditions**

**Hours of working:** Part-time, 0.45 FTE (based on 35 hours per week), 2.5 days per week, approx. 17 hours (of which 15h are for BrazUKa specific tasks and 2h for BrazUKa's network, BlaST), option to extend. Time off in lieu system operates

**Contract:** 6 months fixed contract

**Probationary period:** 3 months

**Annual Salary:** £19500 - 21500 pro rata

**Annual Holiday:** 30 days annually (22 days p.a. pro rata, + Bank Holidays)

**Line Managed by:** BrazUKa Co-Directors / BlaST Working Group

**Place of Work:** a mixture of Liverpool based BrazUKa's office & working from home

**Flexibility:** A flexible approach to working hours is negotiable. A willingness and ability to travel is essential

**Pension:** Statutory contributions 4%

**Job purposes:**

#### **Address**

#1, Katumba Culture Hub, John Archer Hall,  
68 Upper Hill St. Liverpool, L81YR

#### **Talk to us**

+44(0)7794743936

#### **Drop us a line**

[info@brazuka.org.uk](mailto:info@brazuka.org.uk)

#### **See what we do**

[www.katumba.co.uk](http://www.katumba.co.uk)

This post will work closely with BrazUKa's Directors to ensure the smooth running of many aspects of the company's business. This will include 2h a week dedicated to admin support for BrazUKa's network, BlaST.

## Main Roles and Responsibilities

Area	Main Responsibilities
Office Management	<ul style="list-style-type: none"> <li>• To manage the BrazUKa's Office</li> <li>• Manage phone and email enquiries.</li> <li>• Being the first point of contact for enquiries in the office.</li> <li>• To assist with annual event schedule.</li> <li>• Managing stock</li> <li>• Office hygiene maintenance.</li> </ul>
Databases	<ul style="list-style-type: none"> <li>• To manage BrazUKa's monitoring database and email marketing database and implement their use.</li> <li>• To ensure the new monitoring and evaluation system is adhered to.</li> <li>• To support with administrative tasks in order to keep monitoring and evaluation up to date.</li> </ul>
Executive Support	<ul style="list-style-type: none"> <li>• To support the executive function of the organisation (incl. BlaST)</li> </ul>
Company administration:	<ul style="list-style-type: none"> <li>• To manage and implement BrazUKa's administration systems and responsibilities.</li> <li>• To ensure necessary documentation is received and updated periodically.</li> <li>• To support maintaining and developing effective communication channels with artists &amp; members</li> <li>• To support with the administration and management of bookings and sales.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• You will support the administration of BrazUKa's Governance responsibilities, ensuring policies are in place and updated.</li> </ul>

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## Person Specification

### Attributes

#### Essential

1. Accuracy and attention to detail
2. Strong efficiency and organisation
3. An ability to work independently and prioritise workload in a changing environment
4. A positive and flexible approach
5. A desire to support colleagues
6. An ability to work empathetically with individuals
7. Excellent at relationship building
8. An ability to remain calm whilst working under pressure
9. Someone who thrives in a team environment but can also work independently.

#### Desirable

10. Enthusiasm for the arts & wellbeing practices, particularly world music and movement

### Skills and Experience

#### Essential

1. Excellent administrative skills with at least 2 years' experience within the field of administration.
2. Strong time management and organisational skills
3. Outstanding communication skills, working with a wide range of different people
4. Experience with dealing with people on phone and via email
5. Excellent written and verbal communication skills
6. A commitment to Equal Opportunities and diversity in the workplace
7. Experience working with Microsoft Word, Excel, Google drive and Dropbox.

#### Desirable

8. Current DBS check
9. Recent Health and Safety and Safeguarding Training
10. Demonstrable interest in world cultures and social equality
11. Marketing experience with press and PR.

### Personal characteristics

The post holder should demonstrate competence in all of the following:

**Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

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**Behave ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.

**Communicate effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Focus on stakeholder needs:** Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within the organisational parameters.

**Foster teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.

**Build Consensus:** Assess situations to determine the importance, urgency and risks, and build consensus in a timely manner and in the best interests of the organisation.

**Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

**Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Interpersonal Sensitivity:** An ability to read and respond to verbal and non-verbal signals.

**Flexibility:** Ability to adapt and change own plans to accommodate external or unforeseen circumstances, without losing commitment to the task in hand.

**Action Tendency:** Attends willingly and effectively to tasks; follows through from planning into action with tenacity.

**Stress Tolerance:** Maintains effectiveness under pressure.

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## Terms and Conditions

**Contract Fee:** £19500-21500 pro rata. (based on experience)

16hrs per week contract

Based on a full-time working week of 35hrs.

**Hours:** Between 9am - 6pm. Monday to Friday. Flexible working.

Weekly hours to be arranged on commencement of the role. Occasional evening and weekend work may be required.

**Start date:** 7<sup>th</sup> September

**Notice period:** 1 month

**Contract Period:** 6 months fixed term with a 3 month review.

**Benefits:** Classes: BrazUKa staff can attend any of BrazUKa's & BlaST members classes for FREE.

## Application and Selection Process

Please download documents at: <https://katumba.co.uk/news/senior-administrator/>

To apply please read the Job Description carefully and send;

1. Covering Letter
2. Completed application form
3. CV
4. Completed Equal opportunities form

Email: [info@BrazUKa.co.uk](mailto:info@BrazUKa.co.uk)

Applicants who send their application form by email are also required to meet the closing deadline.

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Post: Katumba Culture Hub, #1, John Archer Hall, Toxteth, Liverpool, L8 1YR

Applicants using the postal system to submit their applications should note that first class mail does not guarantee

next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid.

Please note that applications by fax **cannot** be accepted.

If you have any queries or questions, please contact: 07794743936

BrazUKa is an equal opportunities employer and considers applications strictly on the basis of merit.

We encourage applications from individuals who have experienced racism and/or other barriers that have prevented their ability to achieve their full career potential.

Selection for this post will be based on submission of cover letter, application form, CV and an interview.

**The closing date for receipt of applications is 5pm, 19th August 2021**

**Interviews will be held on 25th August 2021**

**Post commencing 7th September 2021**

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