

Young Music Makers

Youngmusicmakers.co.uk 📞 07958445246

Facebook@youngmusicmakersUK 📞 Twitter@SaturdayYMM

Instagram@youngmusicmakers



Role Specification: Administrative Assistant

The role will involve: Answering phone and email queries from parents and staff, the sign-up process for new students (data input, invoicing), edits to the website as necessary, email handling for the Director, ordering equipment, keeping a log of how your working hours have been spent and any other reasonable admin task as requested by the Director. The expectation is an hour a day on the three days the Director is out of the office, plus an extra 2 hours floating in the week to deal with larger tasks, however a degree of flexibility will be required to cope with quieter and busier weeks in the YMM calendar.

As a self-employed person with flexible working hours, the successful candidate would need to work from home, using their own laptop and phone. However, as part of an induction, we would require the successful candidate to come to YMM during one Saturday to be introduced to staff, parents and students and see the wide variety of musical offerings. Payment will be half-termly, upon receipt of an invoice.

Essential

- High level of organisation
- Excellent time-management
- Excellent written and verbal communication
- Ability to communicate well with all ages, staff, parents and students
- Flexibility in working hours and patterns
- Confidence with using email and data management cloud-based systems such as googledrive, Trello and Xero (training will be given)
- Commitment to learning about YMM's musical offerings and vision for our local community
- A positive attitude
- An enhanced DBS check, GDPR and safeguarding training must be undertaken

Desirable

- Experience of working with children and young people
- Ability to communicate at all levels
- A passion for music
- Experience in a similar role
- Experience of using googledrive, Xero, Trello, mail apps.

YMM encourages applicants from a diversity of ethnic backgrounds.

For more information on YMM please visit our website: <https://www.youngmusicmakers.co.uk>

Working practices can be found on our policies page: <https://www.youngmusicmakers.co.uk/policies>