

Pembroke Academy of Music Administrator



Description

To manage the logistical details of the Pembroke Academy of Music programme and ensure that the programme runs smoothly.

Application Deadline: Monday 5 September, 9am GMT

Interviews: Week of 19 September

To apply: complete and submit the application form at this link:

<https://airtable.com/shr5kl6JolKze17dp>

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from a BAME background. We would also like to encourage applications from people who live locally.

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. At interview stage you will be required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London. We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.

For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

Pembroke House

80 Tatum Street, London SE17 1QR | 020 7703 3803
info@pembrokehouse.org.uk | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362



Role overview

The Pembroke Academy of Music is an open-access music education programme run by Pembroke House with a vision that all young people should have the opportunity to learn and grow through high-quality engagement with music. PAM works toward this vision by offering local children low-cost classical music instrumental instruction, providing opportunities for them to perform and enjoy classical music and supporting their personal development through music.

The role of the PAM Administrator is to manage all the logistical details of the PAM programme from organising the schedule to managing the instrument loan programme to coordinating field trips and overseeing the billing process. It requires that you are both organised and friendly as you are the first point of contact for the students. Your work ensures that PAM runs smoothly and that all students, tutors and volunteers experience the programme as well organised.

Responsible to: PAM Project Manager

Responsible for: None

Location: Primarily from one of the charity's office space in Walworth, SE17 with some work from home possible

Hours of Work: 14 hours per week, during normal working hours, but must also be available to work Wednesday evenings when PAM programme is in session

Budget oversight: None

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What will be different if this job is done well?

- Welcoming atmosphere. You are students' and families' first contact with the programme and are communicating with them regularly. Through you they should experience Pembroke House as a friendly and welcoming place.
- Great delivery. You manage everything behind the scene so that the logistics of the programme run smoothly. If you are doing your job well, people won't notice the logistics.

Workstream responsibility

Pembroke House's work is organised around five key streams.



The PAM Administrator's work will sit in the Programming Stream. In addition, a clear understanding of work happening in all areas will be essential to the successful functioning of the role.

Key Relationships

In this role you will be expected to work closely with other key members of the team.

Programming

PAM Manager. You will be line managed by the PAM Manager and will be responsible for ensuring all the work you are asked to do by the manager is delivered well and on time.

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Director of Programmes. The Director of Programmes oversees the Programming and Social Front Door workstreams. The Director is responsible for the development of an overall purpose and ways of working within these programmes and holds programme leads accountable for their delivery.

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Job description

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	PROGRAMME ADMINISTRATION <ul style="list-style-type: none">• Organise recruitment and support of PAM students including scheduling, attendance, billing, music printing, and acting as first point of contact for parent and student inquiries• Oversee instrument loans and upkeep of instrument library• Manage onsite logistics on Wednesday evenings when the programme is delivered• Disseminate and collect monitoring/evaluation forms and assist with collecting data for grant applications and reports• Manage process of writing and disseminating student reports• Manage logistics of student exams• Manage logistics of PAM events such as student concerts• Manage the data for the PAM programme ensuring it is inline with Pembroke House's GDPR policies• Update communications materials such as the newsletter and the website.
2	OCCASIONAL DUTIES <ul style="list-style-type: none">• Attend special events organised by Pembroke House which may be during the evenings or at weekends.• Attend monthly team dinners held during the evening.• Complete other tasks commensurate with the level of the role
3	OTHER <ul style="list-style-type: none">• Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities.• Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days.• Take part in the life of Pembroke House by mucking in when a team effort is required to get something done.• A commitment to the Equal Opportunities Policy of Pembroke House

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	<ul style="list-style-type: none"> Act as a First Aider and Fire Marshal
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by	Tara Mack
Date	21 July 2022

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Person Specification

Who we're looking for

You should be someone who loves music and is excited to be doing administrative work in the context of a music programme. You should be a highly organised person who cares about getting the details right and getting work done on deadline. Your colleagues need to know they can rely on you to get things done.

You should also be friendly and a good communicator, as communication with families is a key part of this role. You need strong written and verbal communication skills.

You will know you are doing your job well if the programme runs so smoothly that everyone has what they need when they need it, and no one even notices the logistics.

Skills / knowledge / training

Essential

- Good written communication skills
- Good spoken communication skills
- Good data management skills
- Good administrative skills
- Good computer skills

Desired

- Competency in languages other than English, particularly Spanish

Experience

Essential

- At least one year experience in an administrative role
- Experience maintaining data

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- Experience using basic computer software such as word processing, spreadsheets, Google Suite, Airtable etc.
- Experience managing the collection of payments for a service

Personal Attributes

Essential

- Love of music and a willingness to learn about the running of a musical organisation
- Friendly person who enjoys working with families
- Highly organised and detail-oriented
- Flexible attitude to work
- Willingness to work at weekends on occasion (a few times a year)
- Reliable and trustworthy

Special Conditions

Essential

- Willing and able to work from the charity's premises
- Ability to work regularly on Wednesday evenings, and occasionally outside of normal office hours including evenings and weekends
- Sensitive to the ethos of St. Christopher's Church

For further information about Pembroke House, please visit our [website](#).

If you have any questions about the role then please be in touch with Tara Mack, The Director of Programmes at tara.mack@pembrokehouse.org.uk

Benefits

Salary: £22,000 FTE (pro rata)

Cost of living will be reviewed annually and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions

Working culture

Approximately a fifth of the team are part-time employees and we all come from diverse backgrounds and experience – ranging from local and central government and youth & community work, to academia, music, dance and politics.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches.

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No-one at Pembroke House is confined to a desk or computer — everyone chips in with projects, events and activities.

A Week of Wellbeing is organised for staff each year and other activities take place throughout the year.



Holidays

28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria

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