



## **NYMAZ Administrator (part-time)**

### **Application Pack**

Contract: Fixed term until 31 March 2018  
0.2 FTE (1 day per week: Thursday or Friday)

Salary: £17,000 pro rata

Location: York

NYMAZ is a youth music development agency, which champions the transformative potential of music for children and young people. We know that music has the power to change lives – it can raise aspirations, enable personal and social development, and enhance career prospects. Working with our trusted partners, we deliver high quality music-making activities across North Yorkshire to those in challenging circumstances, including rural isolation. We are also committed to strengthening the sector through workforce development, building strategic partnerships and advocating for the benefits of participatory music.

NYMAZ is at an exciting stage in its development. Selected as one of thirteen strategic partners of Youth Music from 2015-16 onwards, NYMAZ is delivering targeted music activities and workforce development to create a musically-inclusive England, where every child can access music-making opportunities, regardless of their circumstances.

We are seeking a dynamic individual to support the Director and Projects Officer in administering our programme of activities during an exciting phase in the charity's development.

Further information about NYMAZ and its activities can be found on our website:  
<http://www.nymaz.org.uk>.

Read NYMAZ's Annual Review 2014-15 at:  
[http://issuu.com/nymaz/docs/nymaz\\_review\\_2014\\_5\\_small3?e=13671048/15184420](http://issuu.com/nymaz/docs/nymaz_review_2014_5_small3?e=13671048/15184420)

Closing date: **10am, Friday 27 November**

Interviews will be held on the morning of Friday 4 December in York.

## **NYMAZ**

### **Job Profile**

<b>Post Title:</b>	Administrator
<b>Contract:</b>	Fixed term until 31 March 2018 0.2 FTE (1 day per week, either Thursday or Friday)
<b>Salary:</b>	£17,000 pro rata
<b>Location:</b>	Clements Hall, Nunthorpe Road, York, YO23 1BW
<b>Responsible to:</b>	NYMAZ Director
<b>Purpose of Job:</b>	To support the delivery of the NYMAZ Programme in line with the NYMAZ Strategic Plan and under direction of the Director

### **Job Description**

The key responsibilities of this role are:

#### **Assisting with the co-ordination of the NYMAZ Youth Music programme for North Yorkshire**

- *Assist with the preparation and dissemination of Memoranda/project agreements*
- *Assist with the coordination and delivery of NYMAZ Network Training & CPD events where required*
- *Attend and observe project workshops*

#### **To maintain system and databases**

- *Maintain database of contacts and stakeholder relationships using Insightly software*
- *Liaise with Director, Projects Officer and Bookkeeper to process and record income, expenditure and purchase orders*
- *Maintain electronic records of project-related paperwork using Dropbox*

#### **To contribute to Youth Music reporting to include; financial monitoring and budget updates, statistical feedback and analysis**

- *Assist the Projects Officer with inputting and analysing data on the Substance Views online monitoring and evaluation system*
- *Assist the Projects Officer in prepare bi-annual reports to Youth Music for approval by NYMAZ Director*

#### **To service and participate in NYMAZ meetings** (including Board of Trustees, NYMAZ Partner Network and other Network meetings/events as required), to include:

- *Book venues*
- *Liaise with Chair re preparation of agenda*
- *Circulate papers*
- *Take minutes*

### **To contribute administrative support to the NYMAZ Marketing Strategy**

- *Liaise regularly with NYMAZ Marketing Consultant and Projects Officer on the delivery of the Marketing Strategy in particular:*
  - *updating entries on the NYMAZ 'Discover' online signposting resource as required*
  - *updating pages on the NYMAZ website using the CMS*
  - *posting social media updates*
  - *distributing hard copy and electronic publicity*

### **To manage office administration to ensure a smooth running office**

- *Deal with phone and email enquiries as appropriate*
- *Order stationery*

### **To provide administrative support for the Director as required**

## **NYMAZ**

### **Person Specification – Administrator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications/ Training/ Competences	A good level of education and the ability to prove competence in the relevant areas of work	Educated to degree level or equivalent in an appropriate subject/ vocational area
Relevant Experience	Experience of arts project delivery and community or education programming  Experience of establishing and maintaining effective administrative systems  Project monitoring and evaluation experience  Experience of event management	Management and development of project work within a young people and social exclusion context  Experience of researching fundraising bids and reporting back to funders  Experience of budget monitoring within a publicly funded context
Knowledge	Evidence of a broad understanding of young peoples' needs and the issues affecting young people	Knowledge of statutory agencies within the youth and education sector  Knowledge of marketing and PR  Broad understanding of national and regional music development issues and policies

		<p>Broad knowledge of diverse musical forms</p> <p>Understanding of the arts funding system</p>
Skills	<p>Ability to work independently and with minimum supervision</p> <p>Good interpersonal skills</p> <p>Good report writing skills</p> <p>Well organised, good analytical, presentational, and verbal and written communication skills</p> <p>Competent in the use of PC-based technology, Word, Excel, Database systems and the use of e-mail</p> <p>Ability to manage multiple priorities</p> <p>Competent in the use of social media</p>	<p>Experience of using online software such as website content management systems (CMS), Insightly, Basecamp, Eventbrite and Dropbox and willingness to learn more</p>
Special circumstances	<p>Ability to travel throughout North Yorkshire and beyond</p> <p>Current full driving licence and access to an appropriately insured vehicle</p> <p>Able to undertake occasional out-of-hours and week-end working</p> <p>Commitment to equal opportunities</p>	