

COVENTRY CITY OF CULTURE TRUST PROGRAMME CONTRACTS ADMINISTRATOR

Reports PROGRAMME CONTRACTS OFFICER

Role: PROGRAMME CONTRACTS ADMINISTRATOR
Salary: £22,000 per annum
Timescales: Role to commence from January 2022, to be delivered on a fixed-term contract until end of June 2022

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

JOB DESCRIPTION

The Trust is looking to appoint a Contracts Administrator, managed by the Programme Contracts Officer. The aim of this role is to administrate contracts and agreements related to delivery of the Trust's creative programme; to include drafting and issuing PAYE, Casual Worker, Self-Employment and Supplier of Service contracts, and other partnership related agreements.

This is an excellent opportunity for a highly organised person to gain a strong grounding in administration and contracting in the arts. Training will be provided.

COVENTRY CITY OF CULTURE TRUST
2 CROFT, COVENTRY, CV1 3AZ

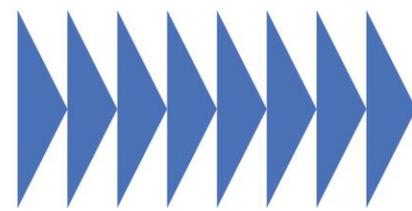
REGISTERED ADDRESS: 2 CROFT ROAD, COVENTRY, CV1 3AZ,
COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

THE ROLE

- To administrate programme and production related contracting processes
- Collate information from Programme, Production and Operations (including Visitor Experience) team members to ensure our contracts and agreements have the requisite detail
- Draft, ensure sign off and issuing and collation of finalised contracts, ensuring the timely contracting of freelancers, short-term workers, suppliers, performers and issuing of agreements for partners
- Join meetings with Trust appointed legal teams to support administration of more complex contracts or variations to our standard templates
- Maintain up to date records, including supporting databases and logs
- Support with drafting and finalised briefs and job descriptions and sharing information via internal databased and with Marketing and Communications teams and collating and sharing responses to aid recruitment processes
- Ensure our Monitoring and Evaluation teams receive access to all information needed for reporting
- Supporting with finance processes, including raising purchase orders as required
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies

PERSON SPECIFICATION

- Excellent administration skills and strong attention to detail
- Some knowledge of contracting is desirable, but training will be provided
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- A can-do attitude to working in busy team structure, with experience of working with multiple teams with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry (flexible working may be agreed)
- A personal and professional interest in the arts, culture and heritage



GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs.

Applications should be sent to recruitment@coventry2021.co.uk.

TIMETABLE

Advertised – Thursday 9th December 2021

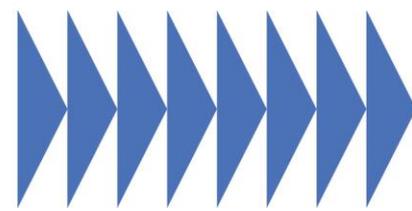
Deadline for submissions – Thursday 20th January 2022, 12 noon

Interviews – Week commencing Monday 24th January 2022

Salary: £22,000 per annum



COVENTRY2021.CO.UK
@COVENTRY2021



TERMS AND CONDITIONS

This is a fixed term post until June 2022

- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with occasional evening and weekend work. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3% The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office in Coventry
- There is a probation period of one month during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



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