

## Job Description

**Job Title:** GYA Projects & Administration Coordinator  
**Department:** Guildhall Young Artists – Guildhall School of Music & Drama  
**Grade:** C  
**Location:** Guildhall School of Music & Drama  
**Responsible to:** EA and GYA Project Manager (line manager) Director GYA and Safeguarding, Deputy Director of GYA

### Responsible for:

### Appointed Candidates Signature:

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

### Purpose of Post

To support the GYA Centres in providing a range of administrative support duties to Guildhall Young Artists (GYA), including deputising for the local administrators when necessary. To provide high-level administrative support for CYM, for the Online Centre and Junior Guildhall on Saturdays with specific responsibilities for the Prior Weston site.

### Main Duties & Responsibilities

Enter text here - Approximately 12 main duties plus:-

1. To assist the GYA Online Centre managers with operational delivery. This includes attending classes where necessary and being on hand for student and parent queries /technical queries while classes operate and answering queries on days when P/T online staff are not working.
2. Provide administrative support for CYM London attending the office once a week and helping with general administrative tasks.
3. Attend cross network meetings to be able to assist all centres with school systems for the benefit of the network as a whole including recommending and implementing modifications to administrative procedures.
4. Support the GYA administration teams to use the Eepos database to maximise its application in delivering administrative tasks across GYA centres. To attend

Junior Guildhall on Saturdays with responsibility for the front of house at Prior Weston site unless covering for administrators in regional centres in an emergency.

5. To provide emergency cover at centres where necessary and assist with the administration of any GYA partnerships
6. To assist GYA heads of centres when planning and delivering termly Guildhall School student visits to their centres.
7. To act as a PA to the Deputy Director of Guildhall Young Artists including diary management, correspondence and dealing with enquiries.
8. To process invoices for all centres and provide follow up support when needed.
9. To provide high-level customer service and communications with students, parents, staff, teachers, outside agencies and members of the public.
10. To contribute to the planning of concerts and events, overseeing printing and co-ordinating of programmes, tickets, notices and promotional materials and co-ordinating front of house management.
11. To be the main point of contact for general GYA enquiries including managing telephone calls and general email enquiries.
12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
14. To undertake any other duties that may reasonably be requested appropriate to the grade

## Person Specification

**Job Title:** GYA Projects & Administration Coordinator  
**Department:** GYA / Guildhall School of Music & Drama  
**Grade:** C  
**Trent Position number:**  
**DBS Criterion: (delete as appropriate)**  
Enhanced DBS  
**Security Vetting Criterion: (delete as appropriate)**  
No security vetting is required  
**Politically Restricted Post Criterion: (delete as appropriate)**  
This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

### Professional Qualifications / Relevant Education & Training

***[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)***

- Degree in Music/Drama/Production Arts (A, I)

### Experience Required

- Substantial experience of administrative work, preferably in a similar field (A, I)
- Good attention for detail (A, I)

### Technical Skills & Knowledge

- The ability to work to tight deadlines and maintain a calm, ordered approach (A, I)
- Excellent word processing skills (familiarity with Microsoft Office, including Word, Excel, Outlook and Access), good typing skills (A, I, T)



- First aid trained (A)
- Ability to communicate effectively both orally and in writing (A, I)
- Able to develop & sustain relationships with Guildhall School colleagues, clients & students (A, I)
- Ability to prioritise and manage own workload (A, I)
- Ability to be logical and able to apply an innovative approach to problem solving (A, I)
- Self motivated, self-starter (A, I)
- Efficient, organised & able to meet deadlines (A, I)
- Have an interest in working in a creative artistic environment (A, I)

### **Other Relevant Information** **(e.g. working hours if applicable)**

Note that we are happy for this to be a full-time position for one person or a job share divided between two people.

#### **Working hours:**

35 hours per week. The post holder will be expected to work Tuesdays through to Saturdays during term time, and Monday to Fridays outside of term time. Leave should not be taken during term time.

#### **Additional hours:**

There will be occasions when the post holder will be expected to work outside of normal working hours and to travel to the Regional Centres. On such occasions, s/he will be entitled to take time off in lieu as agreed in advance with the Senior GYA Administrator.

### **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is £31,740 - £35,640 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Contract**

The position is offered on fixed term basis.

### **Hours of Work**

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position. The post holder will also be expected to work on Saturdays during term time.

### **Frequency and Method of Payment**

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any



queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.