

GENERATION HULL ADMINISTRATOR

The Role

To provide and manage an efficient and responsive business support service to Generation Hull ensuring the efficient administration of the ACE Place Partnership Project 'Fight For Our Creative Future' (FFOCF) working flexibly to meet the administrative needs of this ambitious programme.

What is FFOCF?

Hosted within the Thrive Co-operative Learning Trust, our three-year programme is a collaboration across a range of partners to enable the children and young people (CYP) in our City to access, to participate in and to shape the arts and cultural opportunities and provision in the City. Developed by Hull's CYP, FFOCF is a transformation programme supporting them to determine what they want to see in the cultural life of their schools, their city and their own creative futures. Making connections and building skills by working with artists and creative organisations across the range of arts media in schools to lead on to a career pathway into creative industries building much needed capacity and skills in the cultural sector in the City.

What is Generation Hull (GH)

As the City's Local Cultural Education Partnership, GH brings together the worlds of education and culture so that our CYP get the best creative curricula possible and access to the cultural opportunities in the city. Bringing together the cultural organisations in Hull, the Creative Leads and CYP in our schools and youth organisations, GH is the delivery organisation for FFOCF.

Key Roles and Responsibilities:

- Manage an effective and efficient business support service to GH, with particular responsibility for supporting the implementation of the FFOCF programme;
- Undertake administrative duties required to ensure the effective, efficient running of the FFOCF programme, liaising closely with relevant agencies/providers of services and goods;
- Monitor relevant budgets; arrange contracts for purchases of equipment and services which are cost effective;
- Undertake administrative duties in an efficient and accurate manner in response to the needs of the FFOCF programme. These will include the use of Microsoft Office and GH bespoke systems;
- Maintain financial documents and records to ensure accurate budget monitoring requirements are met;
- Document meetings which may be of a complex and confidential nature and involve prior preparation and taking and producing accurate minutes;
- Co-ordinate monitoring procedures in line with GH requirements, providing a high level of support to all GH staff around IT management systems, collating and inputting information and producing timely and accurate reports;
- Play a key role in monitoring and evaluating the GH activities and programmes, recording data in accordance with data protection legislation;
- Participate in the promotion of GH activities and programmes, utilising Facebook, texting, email, noticeboards, promoting excellent customer services and working in partnership with schools, creative organisations and CYP;
- Proactively works as a member of the GH team, contributing to the ongoing successful development of the GH programmes and activities;

- To promote and safeguard the welfare of CYP ensuring safeguarding policies and procedures robustly adhered to in accordance with the guidelines of the Host;
- To work effectively within Thrive's and GH policies and procedures in securing the objectives in relation to FFOCF programme; and
- Provide an effective secretariat function to GH.

About You:

You will have a proven experience of working in an office environment, demonstrating an in-depth knowledge of Microsoft Office. Within the requirements of the Place Partnership Project, you will have significant autonomy and the ability to work independently is critical. An enhanced DBS certificate is an essential requirement of the role.

This post will be remunerated up to 20 hours per week at £15 per hour. You will work primarily from home with some time working at different locations across the city. Travel expenses will be paid.

If you are interested in this role, please contact Lisa Wedgner, Programme Director for an informal chat on 07890964091

Recruitment process:

Recruitment process: Submission of the attached application form detailing your experience and what you will bring to this role to Lisa Wedgner via people@thrivetrust.uk by 17 April 2025. Interviews: 29 April 2025.

As part of Thrive Co-operative Learning Trust's commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

Qualifications / Experience:

- Maths and English GCSE grade C or equivalent;
- Experience in an office environment, demonstrating an in-depth knowledge of Microsoft Office;

- Experience of budget monitoring, petty cash and maintaining accurate records;
- Experience of preparing local marketing i.e. social media, newsletters, noticeboards; and
- Experience of providing secretariat support.

Skills:

- High level of self-motivation and flexibility, excellent organisational skills, ability to work on own initiative and manage competing priorities and demands;
- Able to produce accurate minutes and undertake follow up action and produce timely and meaningful monitoring and evaluation reports;
- Able to offer mentoring support, advice and guidance to others;
- Works in a way which demonstrates a commitment to equal opportunities and a commitment to FFOCF services, promoting working in partnership with schools, creative industry and CYP;
- Able to deal with confidential material discreetly; and
- Ability to undertake research, collate, interpret and present financial and statistical data.

Knowledge:

- A knowledge and commitment to safeguarding and promoting the welfare of CYP;
- In-depth knowledge of Microsoft Office packages;
- Knowledge of Health and Safety and administration involved with premises;
- Knowledge of Customer Care;
- Knowledge and understanding of schools and the creative industry and the diversity involved in partnership working; and
- Knowledge of IT tools to plan, schedule, track, and document project outcomes.

Hours of work and travel

- The post requires you to work in a flexible way with some weekends and evening hours and in school holidays in order to manage and attend partner meetings and events. You will be responsible for the administration of multiple projects at different sites you will be required to travel to these sites to ensure effective administrative support and travel expenses will be paid inline with HMRC rates.