

ADMINISTRATOR (FREELANCE) – SWAP’ra

Post Title:	Administrator
Hours:	approx 1 day per week of activity, flexibly delivered
Position funded for 6 months, with possibility for renewal subject to funding	
Day Rate:	commensurate with experience
Location:	Home working (UK base)
Responsible to:	SWAP’ra Board of Trustees
Closing date:	5pm on Monday 21 September 2020
Interviews:	From 23 September 2020, online

SWAP’ra is seeking an experienced freelance **Administrator** to co-ordinate the charity’s development, research, and advocacy activities, and provide organisational support to the Senior Management Team (SMT)

Established in 2018, SWAP’ra works to redress unconscious gender bias and to provide a supportive platform to effect positive change for women and parents in opera. It aims to be a catalyst for change by opening a significant dialogue with artists and administrators at both grassroots and organisational level.

Working on a freelance basis, the Administrator will support the day-to-day management of SWAP’ra’s varied programme of events and projects, acting as a central point of contact for the SMT and liaising between the Team and the Board of Trustees.

The ideal person for this job will be highly organised and self-motivated, confident communicating with a wide range of people, and comfortable taking the lead in co-ordinating the group’s varied activities. While a background in opera is not required, a strong understanding of the performing arts industry, and of SWAP’ra’s mission within it, are essential.

Key duties will include:

- Arranging regular meetings for the SMT;
- Formulation and implementation of clear reporting lines and communication policies within the SMT
- Tracking follow-up of actions agreed, including deadlines for projects;
- Directing emails and general correspondence to the appropriate Team member
- Fundraising support (e.g. completing of grant applications);
- Accounting support (e.g. liaising with the accountants);
- Co-ordinating SMT attendance at Board meetings;
- Data control and GDPR compliance

This is not an exhaustive list and other duties may be required as mutually agreed.

SWAP’ra is an inclusive organisation and welcomes applications from people of all backgrounds, age groups and cultures. This is a home-based role and flexible working hours can be agreed to accommodate childcare and other responsibilities.

To apply, send a CV, along with a covering note outlining your suitability for the role, to: admin@swap-ra.org