

barnsleycivic.co.uk

PUBLIC HALL 1877

ADMINISTRATION OFFICER

**BARNSLEY
CIVIC**

INFORMATION PACK



WELCOME

Thank you so much for your interest in Barnsley Civic and the role as Administration Officer .

Barnsley Civic is a regionally significant, contemporary arts centre in the heart of Barnsley town centre. With ambitious new leadership in place, and a growing cultural programme, this is a brilliant time to join our dynamic team.

We are a passionate and creative bunch. We believe in our shared cultural & social aims, and work hard together to deliver on them. Our collaborative team-led approach gives everyone a chance to shape what we do and how we do it.

In late 2024 we reopened our Eldon St entrance after more than 26 years, as part of a £2.5 million redevelopment project. As we prepare for our 150-year anniversary in 2027-28, further capital investment will unlock more of our unique building, and we will be developing a wider and more diverse cultural programme; both inside and outside our historic walls.

In these challenging times, we are constantly seeking out new opportunities and new partnerships. The diversification of income streams goes hand-in-hand with an expansion of cultural ambition. Our optimistic vision for the future is that Barnsley Civic will play an ever-increasing role in the cultural and civic life of South Yorkshire, and the wider regional & national cultural landscape.

If you are looking for a new challenge, are ambitious for your own career, and want to be part of a positive & hopeful staff team, then please consider applying for this role. We look forward to hearing from you.





ABOUT US

We are a future-focused, contemporary arts centre positioned in the heart of Barnsley town centre.

Barnsley Civic is a large and diverse arts & cultural centre. Our 150-year old building is Grade II listed. Across four floors, and over 50,000 square feet, our public spaces include an adaptable 400-seat assembly theatre, a 50-seat studio theatre, three large development spaces, contemporary exhibition spaces, a classes studio, bars and catering spaces, and a welcoming community space in our newly reopened frontage. Alongside these public rooms, the building also holds a range of different office spaces occupied by resident companies and artists.

As a receiving house we programme a rich variety of performance and visual arts, welcoming national and regional tours and touring art exhibitions. We host a broad mix of theatre, dance, family shows, gigs, comedy and entertainment. Alongside external programming, we are expanding our in-house production capacity, with both solo and co-produced projects in development. Like all mixed-use arts buildings we also support a range of private hire events to cross-subsidise our artistic programme.

Both within our building and beyond, our in-house engagement team works with a wide range of community partners and educational institutions to bring creative activities to Barnsley communities. Core activities include Cross the Sky, a theatre company working with learning-disabled adults. We also deliver a growing heritage engagement programme, with support from partners like Historic England. A productive partnership with local and regional government provides the additional resources needed to help us maximise the impact and reach of our creative engagement and cultural programme.

As an Arts Council England National Portfolio Organisation we are focused on supporting the development of the local and regional cultural ecosystem. Our artist support and development activity includes a diverse studio theatre programme of new works, and the provision of creation space for both visual and performing artists. As the most significant ACE-funded cultural building in our area, we host many associate and resident artists and companies, and act as a meeting place for the whole regional cultural sector.

A BIT ABOUT BARNLSLEY

Barnsley is a welcoming, thriving, and vibrant location and is fast becoming one of Yorkshire's most exciting places to live, work visit and explore.



Living in Barnsley gives you the best of what South Yorkshire has to offer - bustling towns surrounded by incredible outdoor space, it's minutes from the M1 and has superb transport links (train/ bus/ road).

Sitting on the northeast edge of the Peak District National Park, Barnsley is perfect if you enjoy getting out and about.

With picturesque countryside, beautiful parks and gardens (Yorkshire Sculpture Park), stately homes, industrial heritage, nature reserves, the Trans Pennine Trail, galleries, a wealth of public art, and bustling historic markets, right on the doorstep, it has plenty to offer.

There are some fantastic places to set up a home. Like most of South Yorkshire, Barnsley is best known for its rugged stone-built terraced homes but the most popular properties in the area are three-bedroom semi-detached homes - outlining Barnsley's appeal to families.

And with new developments springing up, the town also offers its fair share of newer houses, as well as town centre apartments close to the station for commuters.

Barnsley town centre recently underwent a £220M transformation, bringing a brand-new retail and leisure complex, The Glass Works and a great day, evening and night-time offer. This is driving footfall and business and attracting visitors from across the region.

The town centre is also home to The Seam development, Barnsley's Digital Campus. An urban village will transform the two Digital Media Centres and the Barnsley College Sci-Tech Digital Hub and will be a testbed for innovative ideas, supporting the Barnsley economy to grow, with digital and smart tech at the heart of it.

Across the borough, investment continues, with several major schemes underway and more in the pipeline.

ADMINISTRATION OFFICER

JOB DESCRIPTION AND PERSONAL SPECIFICATION

Salary:	£28,000 PA pro rata (£11,200 pa)
Hours:	0.4 FTE (14 hours per week)
Holidays:	26 days plus public holidays (pro rata)
Based at:	Barnsley Civic
Reporting to:	General Manager

Overview of the role

The Administration Officer is a key role in supporting the smooth and efficient day-to-day operations of Barnsley Civic. Working closely with the Senior Leadership Team, you will support the organisation to operate efficiently and effectively by providing high-quality administrative support and assisting with a range of office administration responsibilities.

The role will also provide key administrative support to the Capital Project Team as Barnsley Civic enters a new phase of capital work with an exciting £920,000 ground floor redevelopment project. This is an excellent opportunity to contribute to a significant period of growth and development within the organisation.

We are looking for a highly organised and proactive individual with excellent attention to detail, strong communication skills, and the ability to manage multiple priorities in a fast-paced environment.

ADMINISTRATION OFFICER

MAIN RESPONSIBILITIES AND DUTIES

Administrative support

- Maintain office systems including data management and filing
- Respond to enquiries and requests in a timely and professional manner, reading and drafting emails, documents and papers
- Organise diaries and meetings, agendas, documents, minutes and actions and monitor follow ups

Business planning and management support

- Support the Senior Leadership Team in planning, programming and delivering day-to-day business activities
- Help develop and implement processes which make Barnsley Civic more efficient and effective
- Help the SLT to coordinate and present reports for financials and other key performance indicators for projects across the organisation
- Support budget management activities as appropriate

Commercial support

- As directed by the SLT, carry out market research to inform the commercial activities and decisions
- Carry out benchmarking surveys to help the SLT understand Barnsley Civic position in its marketplaces

Capital Project support

- Maintain, store, and retrieve accurate project records, including schedules, issue logs and change control documents.
- Support the General Manager with monitoring capital project budgets and cashflows

General

- Work flexibly as required to meet Barnsley Civic's business needs
- Facilitate the smooth flow of information from, and communication with, all staff and other relevant internal or external stakeholders
- Contribute to the success and positive culture of Barnsley Civic
- Carry out other specific projects or initiatives independently as required

SKILLS, EXPERTISE AND EXPERIENCE

Essential

- Experience of providing administrative support in a busy office
- Experience of organising meetings and taking minutes
- Experience of using data to inform decisions
- Experienced in using MS Office (Word, Excel), and office software
- Strong written and verbal communication skills
- Ability to organise workload, prioritise tasks and meet deadlines
- Ability to work collaboratively as part of a wider team
- High level of attention to detail

Desirable (but not required):

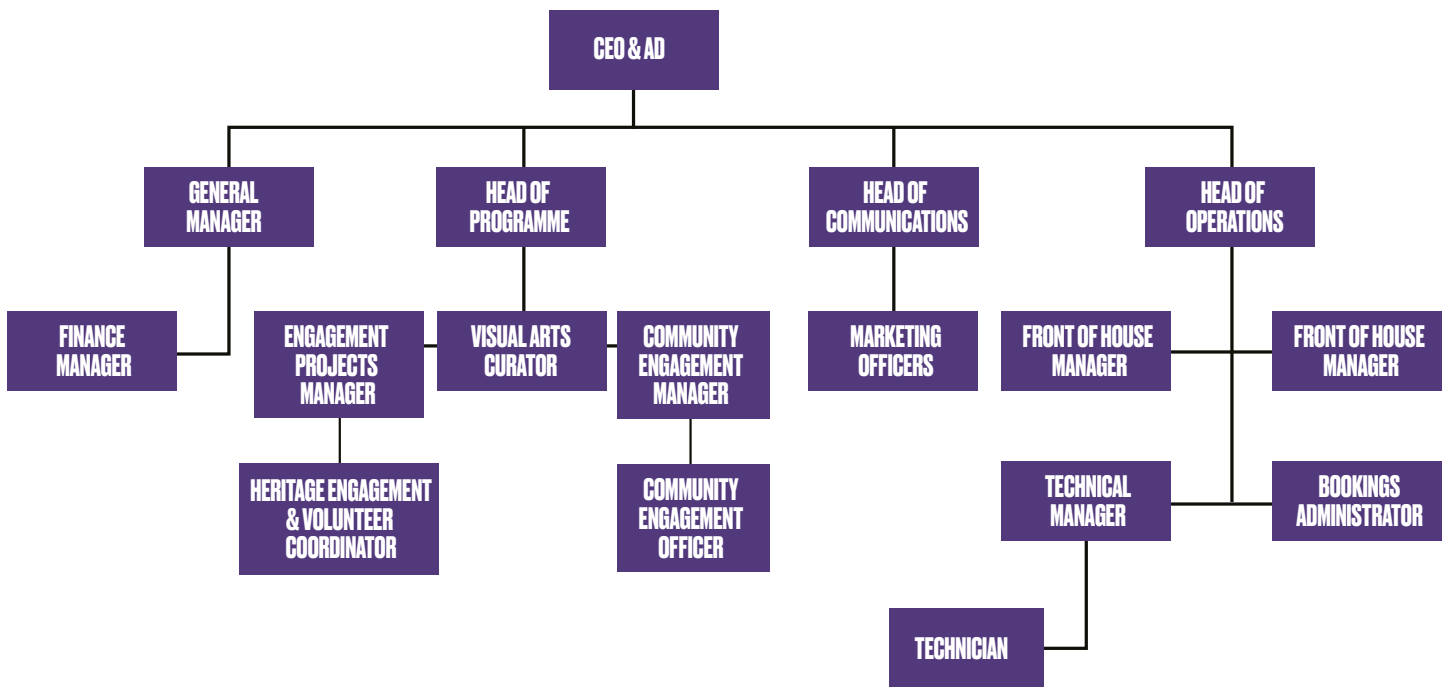
- Experience of working in a cultural or heritage organisation
- Experience of using Microsoft Sharepoint
- A knowledge of capital building projects
- A knowledge of Barnsley and the wider South Yorkshire region

ADMINISTRATION OFFICER

Diversity

Barnsley Civic welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, socio-economic background or disability. All appointments are made on merit, following a fair and transparent process. The organisation employs positive action where appropriate to ensure our staff team better reflects our audiences and communities.

Organisational Structure



IMPORTANT INFORMATION

LOCATION

Barnsley Civic
Eldon Street
Barnsley
South Yorkshire
S70 2JL

EQUALITY

Barnsley Civic passionately believes in equality of opportunity and is firmly committed to encouraging equality, diversity, and inclusion throughout the cultural sector. We encourage applications from every part of society and will strive to make any necessary adjustments for the successful candidate and interviewees.

Reasonable expenses can be paid for travel or access requirements.

Distances from Barnsley

Sheffield	20mins
Leeds	25mins
Manchester	70mins



Submission Process

Submit your CV and cover letter outlining how your Skills, Knowledge and Experience meet the Job description and personal specification.

Provide two relevant professional referees we may contact.

Email: jobs@barnsleycivic.co.uk

Closing Date: 9am Monday 8th June

If you have any questions about the role please email
AndrewBishop@barnsleycivic.co.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



BARNSLEY
Metropolitan Borough Council