

Leicester Dance Theatre Limited
First floor, 32 Belgrave Road
Leicester, England LE4 5AS
aakashodedra.com
Company number: 09486100

2011-2021

**AAKASH
ODEDRA
COMPANY**

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Dear Applicant,

Thank you for your interest in the role of **Kickstart Administration Assistant**.

This pack includes the following:

- Information about Aakash Odedra Company
- Job description & person specification
- Equal opportunities monitoring form

Further details about the company can be found on our website www.aakashodedra.co.uk

Kickstart Scheme

We are delighted to be recruiting for the position of Administration Assistant.

This is a part-time six-month Kickstart placement for 25 hours per week (normally within office hours Monday to Friday) with an expected start date by Monday 31 May 2021. The role may be extended at the end of the six-month period. The post holder will be line managed by the Fundraising Manager and will be based in the office at our Leicester studio (where home working is required, a company laptop will be provided and support with broadband). The post is also supported by training and development delivered by The Mighty Creatives and will include: Opportunities to network with other young people working through the Kickstart programme, 1:1 coaching session, interactive webinar, materials & networking. You will also be provided with support to help you progress in your career.

How to apply

The Kickstart scheme is specifically designed for those aged between 16 and 24 who are currently claiming Universal Credit and may be at risk of long-term unemployment. It is being run by the Department of Work and Pensions (DWP) so your local Jobcentre will be able to run you through the specific criteria, and help you find out whether you are eligible. Please get in contact with your DWP / Universal Credit work coach and inform them that you are applying for this opportunity.

To apply please send a copy of your CV and a covering letter stating your suitability for the role to: ruth@aakashodedra.com by the closing date.

The closing date for applications is 21st May 2021, 12pm midday.

We recognise the benefits of a diverse workforce and are actively seeking team members to represent the diverse community around us. We welcome applications from people of all backgrounds and lived experiences and encourage candidates from a wide range of ages, backgrounds and lifestyles to apply.



**KICKSTART
SCHEME**



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

“Dance is a window into our souls. When we really dance, we feel free. If we help others to dance, we help them to be free. This is what we do.” - Aakash Odedra

About Leicester Dance Theatre

Leicester Dance Theatre Limited is a not-for-profit organisation encompassing the existing work of Aakash Odedra Company and Shiamak. The brands and names Aakash Odedra Company and Shiamak are used for their respective audiences. Leicester Dance Theatre Ltd. is the trade name for Aakash Odedra Company and a company limited by guarantee.

Aakash Odedra Company

Aakash Odedra Company is a deep-rooted, community organisation, founded and based in Leicester creating productions and events to engage local communities, while facing outwards to embrace the world. We draw inspiration from the audiences, artists and participants we meet and local, regional, national and international partners we work with.

Shiamak UK

Shiamak Midlands and Shiamak London are our franchise companies teaching dance to some 300+ people per week across both areas, providing access to popular Indian dance forms and contemporary dance for people of all ages and abilities.

Aakash Odedra Company Studios

Our current home is our 3000-square foot studio facility on Belgrave Road, Leicester. We have two studios comprising a hub for our classes programme and for professionals and the community to train, create and rehearse.

Our Vision

“Dance is a language without words. We spread this language with love, to improve everybody’s quality of life and bring greater harmony between individuals & within communities.” - Aakash Odedra

Leadership and structure

Leicester Dance Theatre/Aakash Odedra Company is a company limited by guarantee, governed by a board of directors.

Job Description

Position:	Kickstart Administration Assistant
Reports to:	Fundraising Manager
Salary:	The role is supported by the government Kickstart programme. The role will be paid at National Minimum wage according to age (16-18 Years £4.62 per hour, 18-20 years £6.56 per hour, 21-22 years £8.36 per hour, 23 years plus £8.91).
Contract:	25 hours per week (overtime available at certain times), 6 month fixed-term contract
Location:	Leicester, LE4 5AS
Holiday entitlement:	20 days annual leave (pro rate 10 days)

Occasional evening and weekend work may be required to fulfil this role.

Pension info:	Leicester Dance Theatre/Aakash Odedra Company provides a workplace pension through The People's Pension scheme, B&CE Financial Services Ltd, Crawley, West Sussex, RH10 9QP according to current workplace law.
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Probation period:	All newly appointed staff to Leicester Dance Theatre/Aakash Odedra Company are subject to a probationary period. The probationary period for this role is 1 month during which time performance will be reviewed on a regular basis in accordance with the probation procedure. In the event of unsatisfactory performance during your probationary period your employment may be terminated.
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Purpose of the post:	Supporting the Fundraising Manager and Executive Director to grow income to support Leicester Dance Theatre's performance and education programmes (Aakash Odedra Company & Shiamak UK). To manage and update the fundraising supporter management database and carry out the administration functions of the fundraising department. To support the fundraising team in managing fundraising & events within the charity.
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Long term goals:	The successful applicant will receive training and support closely alongside the Executive Director, Fundraising Manager and Marketing team who will be able to advise on extended opportunities after the end of the six-month contract within the arts and third sector. We believe that the experience and skills you will pick up during this post will be transferrable to jobs in a wide-range of third-sector companies. There will be regular mentoring sessions with the executive producer and other members of the company during the placement as well as training sessions provided by our bridge organisation, The Might Creatives.
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Key Responsibilities:

- To be responsible for the accurate development of the company Fundraising Database, and to maintain and update on a regular basis to always ensure the highest quality of data
- Undertake research on prospective trust and foundations, corporate funders and High Net Worth Individual donors
- To work with the Marketing team and Fundraising Manager to ensure compliance with best practice in data protection
- Work closely with the and the Marketing team to prepare and send accurate and engaging donor communications e.g., e-newsletters, campaign material, web content, social media messaging etc.
- To undertake administrative tasks relating to fundraising including creating supporter/donor packs, organising mailouts and maintaining manual and online filing systems
- Ensure timely thanking and acknowledgement of all supporters/donors
- To work with the Marketing and Fundraising Manager to assist in the organisation of fundraising events, this may include providing administrative support, and contacting supporters/donors, and assisting with event management and event set up
- To ensure that tasks related to areas of responsibility are achieved within agreed timescales
- To provide regular achievement reports to the Executive Director
- Keep up to date with fundraising initiatives and news from across the third sector
- The post holder will be expected to carry out any other reasonable duties commensurate with their grade as required
- Occasional evening and weekend work is likely, as required.

Equal opportunities

Carry out all duties with an understanding of and commitment to equal opportunities and to ensure that this understanding and commitment is implemented across the company.

Representing the company

- Act as an ambassador for the company
- On occasion attend UK production press nights and other key performances and events
- In addition, undertake any other duty or responsibility which may reasonably be requested by the Company.

In addition, undertake any other duty or responsibility, which may reasonably be requested by the Executive Director, Artistic Director or Board of Trustees.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.

PERSON SPECIFICATION

QUALIFICATIONS	Essential	Desirable
GCSE Pass (Grade 5-9 or C-A*) in English and Maths		✓
KNOWLEDGE		
Experience of professional fund-raising or relevant marketing / sales experience		✓
Ability to demonstrate numeracy	✓	
Setting up, managing, and maintaining a database		✓
A willingness to learn about and understand the company	✓	
Experience or knowledge of fundraising in the voluntary sector, either paid or in a voluntary capacity		✓
Understanding of Data Protection Regulations within fundraising		✓
Aptitude for or (if possible, experience of) working with databases, ideally in a customer care environment		✓
Marketing knowledge and experience of using social media platforms in fundraising		✓
Interest in the creative sector		✓
EXPERIENCE		
Experience of proactive researching	✓	
Ability to demonstrate relationship building skills	✓	
Good Communication skills	✓	
Working experience of Microsoft Office Suite including Word & Excel	✓	
Working in a team		✓
Event management		✓
SKILLS		
Ability to respond positively to new situations	✓	
Excellent level of communication both verbal and written	✓	
Dynamic, well-motivated with the capacity to use own initiative and to be part of a team	✓	
Ability to prioritise and work to meet deadlines	✓	
Strong attention to detail and focus on accuracy	✓	
Energetic, creative and can-do approach	✓	
Good problem-solving skills at a practical level	✓	
Engaging personal skills both face to face and on the telephone	✓	
Using web-based platforms – Mail Chimp, WordPress		✓
PERSONAL		
Confident, enthusiastic, and adaptable	✓	
Innovative but also with a willingness to learn new skills	✓	
A commitment to the principles of equality of opportunity	✓	