

## **FULL JOB DETAILS**

### **ADMINISTRATIVE ASSISTANT**

#### **Canolfan Gerdd William Mathias (CGWM)**

##### **Employer: Canolfan Gerdd William Mathias**

CGWM is dedicated to providing music training and performance experiences of the highest quality and of national and international note, for the people of Wales, fostering the enjoyment, appreciation, practice of and participation in music-making.

Every person's musical journey is different, and our aim is to help each individual to identify, achieve and exceed their personal goals, whether that be securing a place at a music conservatoire or having the opportunity to hear live music for the first time.

This is achieved through various activities including:

- Providing spaces and administrative support for a team of freelance tutors to conduct one-to-one instrumental and singing lessons for students aged 5-80+ at our Centres in Galeri Caernarfon and Denbighshire in a range of genres including classical, folk, rock and pop.
- weekly and monthly ensembles to enable players of all ages to perform with others.
- Canfod y Gân ([www.canfodygan.cymru](http://www.canfodygan.cymru)) and Hidden Talents - projects in partnership with Gwynedd's Learning Disabilities Team for young people 16+ and adults who have learning disabilities
- Camau Cerdd – creative music sessions for children aged 6 months-3 years and 4-7 years.
- Music Stage Concerts which provide our students with an opportunity to perform in a friendly and informal atmosphere to develop their confidence on stage.
- Masterclasses and workshops
- Music sessions in care homes and in the community for older people.
- The Wales Harp Festival ([www.walesharpfestival.co.uk](http://www.walesharpfestival.co.uk)) and the Wales International Piano Festival ([www.pianofestival.co.uk](http://www.pianofestival.co.uk)) which bring young musicians from all over the world to Caernarfon and which include a community outreach and educational programme.

CGWM is a member of the Arts Council of Wales' portfolio of revenue funded organisations and also works in partnership with many other funders and organisations.

CGWM is a company limited by guarantee and a registered charity and is governed by a board of trustee-directors and employs a small team of 2 full time and 4 part-time staff.

##### **Administrative Assistant Role**

The part-time Administrative Assistant will be answerable to the Director.

**Contract:** permanent part time contract, 24 hours per week (6-month probationary period)

**Working hours pattern:** Normally, 4 shifts of 6 hours each (3 during the day and one in the evening) during weekdays. However, this can vary slightly depending on the activities and events programme. The Assistant will occasionally need to be available to work on weekends and bank holidays.

**Salary :** £20,611 pro-rata (therefore £13,191 per annum based on working 24 hours per week). Pension scheme with a 5% contribution from the employer.

**Holiday allowance :** 20 days and bank holidays (pro-rata) and one additional day (pro-rata) for each year of service up to a maximum of 6 days.

**Location:** CGWM office in Galeri Caernarfon but with the need to work in other locations from time to time (travel costs by car are paid at 45p per mile for travel which is in addition to the normal commute).

**How to apply :** Application by letter (no more than 400 words outlining your suitability for the role) and CV including the name of two referees. Address your applications to Meinir Llwyd Roberts and send via email to [meinir@cgwm.org.uk](mailto:meinir@cgwm.org.uk)

**Application Deadline:** 5pm, Tuesday 16th August and interviews on Monday 22nd August.

Further information: For an informal chat contact Meinir Llwyd Roberts (Director) on 07967274617 or [meinir@cgwm.org.uk](mailto:meinir@cgwm.org.uk) (anytime from the 8th of August onwards)

### **Main Responsibilities**

- Assist the CGWM team with the day to day running of the Centre's activities.
- Welcome the tutors / students / parents and carers to the Centre and deal with face to face, telephone and email inquiries.
- Prepare the practice rooms for the lessons and ensure that they are tidy and organised and that the necessary equipment is in place.
- Act as the first point of contact for tutors, pupils, parents and carers whilst on duty.
- Communicate messages effectively to the Administrator and Director of the Centre and the receptionists.
- Prepare lessons and activity timetables and rearrange timetables as needed by telephoning and emailing customers.
- Process payments, prepare bills and reconcile payments and operate CGWM's administrative and financial systems in collaboration with the Administrator.
- Sit in on workshops and classes as needed and supervise and support children and adults at risk.
- Ensure that lesson and activity registers are updated.
- Assist with the collation of statistics on the Centre's activities.
- Adhere to all CGWM policies and code of conduct.

- The successful individual will be expected to complete relevant training courses including First Aid, Safeguarding of children and adults, Fire Safety, 'manual handling', GDPR and be prepared to provide First Aid if necessary.
- Be prepared to represent CGWM at events and meetings at the request of the Director and report back to the Director.
- Organise and support volunteers
- Assist with elements of marketing CGWM's activities including using CGWM's social media channels and creating posters and registration forms.
- Travel to CGWM activities in locations outside of Galeri and be responsible for registering attendees, setting up the venue and supervising the activities.
- Willingness to assist with any other administrative duties as required in discussion with the Administrator and Director.

### **Personal specification**

#### **Essential:**

- Excellent interpersonal and organisational skills.
- An honest, eager and reliable person.
- The ability to communicate effectively in Welsh and English both verbally and in writing.
- Strong literacy/numeracy skills and good knowledge of Information Technology (including word, excel, power point).
- The ability to work flexibly, independently without supervision and as part of a team.
- The ability to travel to CGWM activities in locations outside Galeri, including rural locations.

#### **Desirable:**

- Previous experience of working with the public
- Understanding of / interest in music
- Previous experience of working in an office / arts organisation
- Experience of using social media sites and design programmes such as Canva.

As the job involves working with children and vulnerable adults, a detailed disclosure will be required from the DBS (Disclosure and Barring Service) for the successful candidate and the job offer is dependent on a satisfactory check being received.

We operate an equality and diversity policy, and a copy is available on our website which outlines our commitment to fair recruitment processes. See:

[Policies | Canolfan Gerdd William Mathias \(cgwm.org.uk\)](https://www.cgwm.org.uk/policies)

Applications from culturally and ethnically diverse people and underrepresented groups are encouraged and warmly welcomed.

If you have a disability, please indicate in your application whether you need any specific assistance or adjustments for any interview.

Applicants are asked to complete an equality form, by following the link below. The information on the form is used solely for the purpose of monitoring equality.

[https://forms.cgwm.org.uk/cgwm/form/MonitoringEqualOpportunitiesJobApplicants/formperma/YG-q1DcQ8n9nwSfbuxtRF\\_kzL0xQB7WSI75wYnHYrp8](https://forms.cgwm.org.uk/cgwm/form/MonitoringEqualOpportunitiesJobApplicants/formperma/YG-q1DcQ8n9nwSfbuxtRF_kzL0xQB7WSI75wYnHYrp8)

### **Data Protection**

We will treat the personal data shared with us by job applicants with respect. We will be required to process the personal data of job applicants to enable us to follow the recruitment process. We will store the personal data provided by applicants for a period of no more than 6 months, or, if the law requires, for as long as necessary. More details about our handling of personal data can be found in our privacy policy on our website.

[www.cgwm.org.uk/policies](https://www.cgwm.org.uk/policies)

This privacy notice does not constitute any offer of employment or agreement between us. If we offer you a job, we will provide further information about how we handle an employee's personal data.