



Commission for a Freelance Administrator for the coordination and administration of the Stoke CEP including leading on :

- Set up meetings+ minutes taken as needed
- Storage of CEP information and monitoring of storage platform (google one.)
- Invoicing+ Bank Account /finances bookkeeping set up and admin
- Coordination and liaison of Stoke CEP core team members alongside the Project Manager for 'Super Saturday' November 2021 event

The post holder will manage their own workload, priorities and be an excellent project manager. It is essential that they are ICT literate with GOOGLE platforms and have their own computer and are self-sufficient in office administration.

ROLE	Administrator (Freelance)
FEE	£1000
REPORTING TO	Stoke CEP Chair/Vice Chair. Stoke CEP Core Group and Arts Connect LCEP Manager.
DURATION OF CONTRACT	Sept 2021-December 2021
HOURS	Freelance Part time approx. 5 hours per week
TIMESCALE	Start date by arrangement in Sept 2021
BASED	Home working
OVERVIEW	<ul style="list-style-type: none"> • Set up core team meetings on google one and take minutes as needed • Collate and organize the storage of CEP information and monitoring of storage platform (google one.) • Monitor Invoicing and Bank Account /finances

Core Team Meetings	<ul style="list-style-type: none"> • Create and monitor bookkeeping in line with Arts Connect grants • Coordination and liaison of Stoke CEP core team members/task and finish groups alongside the Project Manager for 'Super Saturday' November 2021 event <p>21st September at BCB, The Goods Yard, Stoke for the partnership meeting 3-6pm</p> <p>28th September Face to Face at BCB Studio, Spode Site, Stoke 4-6pm</p> <p>9th November-online 4-6pm</p>
Super Saturday online event	<p>13th November 2021</p>

Duties and Responsibilities

- Co-ordination and administration of SCEP as per overview above

Person Specification

General Requirements

- Administrator (Freelance) will manage their own workload and priorities.
- Administrator (Freelance) will be freelance and will be responsible for their own tax and national insurance contributions.
- Be ICT literate, including Outlook, Google One and have their own computer, be flexible, approachable and self-sufficient.
- Attend all Stoke CEP core team meetings and task and finish groups as required. See dates above.

How to apply:

If you are interested in this role please e-mail your CV and an overview of what skills you will bring to the role (no **more** than 500 words) to hello@stokecep.co.uk

Selection will be carried out by the Chair of the CEP and Development Coordinator.

You will be notified by Friday 17th September] to start as soon as possible after the 17/9/21.

Closing date for expressions of interest: [Friday 10th September]

Invoices

- Please submit invoices to the Chair of the CEP and Development Coordinator via email for processing.
- Payment 30 days from receipt of invoice or by arrangement with the Chair of the CEP.