



tanio

Celfyddydol Cymunedo  
Valley & Vale Community

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tanio

**Programmes and Office  
Assistant**

**Job Pack**

**Autumn 2022**

If you would like this job pack in a different format, please call 01656 729246 and leave a message for a call-back or email [helo@taniocymru.com](mailto:helo@taniocymru.com). We welcome potential candidates contacting us for a conversation.



# About tanio

Tanio is an organisation committed to providing access to a range of creative activities and interventions to different communities – both locally and internationally.

Our work aims to enable a diverse range of people to develop skills, confidence and self-esteem through creative practices and community work. We believe that by equipping individuals with courage and self-assurance, which can be nurtured by creative self-expression, individuals and communities can be strengthened and enriched.

Established during the miners' strike in South Wales in the early 1980's under the name Valley & Vale, the organisation has worked with countless people and communities using Community Arts as a vehicle for exploration and empowerment. After decades of work, we've naturally evolved our work to bring into line with what communities need from us, and in 2020, we rebranded as Tanio to align with our refreshed direction and purpose. Tanio means 'to spark' or 'ignite' in Welsh.

## tanio ignites

- Creativity**
- By ensuring our work is of the highest artistic quality, working with trained professional artists
  - By opening doors to new opportunities that raise aspiration
  - By giving people access to inspiring experiences

- Community**
- By creating inclusive & supportive opportunities for all
  - By nurturing a safe, respectful & collaborative environment
  - By building trust through bringing people together

- Change**
- By using community arts as a vehicle for exploration and change
  - By having a positive impact on the individual, their families and wider society
  - By improving health & wellbeing so individuals can lead happy, curious, & more productive lives

## What We Do

Our work includes 4 programmes:

- Arts & Health
- Art & The Environment
- Event & Performance
- Special Projects

Our projects include a weekly drop in session called Breathing Space where people meet to use creativity to express themselves and improve their wellbeing. Breathing Space began with 2 weekly sessions and over the past 12 months had developed into 5 sessions a week and is delivered in partnership with AWEN and Mental Health Matters Wales.

Spring Forward, part of our Arts & The Environment programme, was developed to help young people during the pandemic to become more emotionally resilient. This is delivered via Forest Arts, always in a safe outdoor setting and to date we have worked with over 250 young people across Bridgend.

We also have a year round programme of activities based at our Tanio HQ in Bettws, this ranges from a Christmas visit from Siôn Corn to beach trips and an outdoor cinema.

For more information visit [www.taniocymru.com](http://www.taniocymru.com)



## Programmes and Office Assistant

The Programmes and Office Assistant is a key role in a small dynamic team. Working with the two Programme Managers to support with any administration work to ensure projects are run effectively and safely, and also working with the Office and Finance Manager, who will be your line manager, to ensure the building is a friendly safe space for everyone.

After a successful rebrand and two years of hard work, this is a fantastic opportunity for someone to join to help us take Tanio to the next level.

You will use your organisation & communication skills to help our HQ be a friendly & inviting space for all members of the community, as well as supporting the rest of the team to ensure all legal & safety boxes are ticked and that our events & projects are fun & engaging.

This is a part time position (21hrs per week) based in the company's office, with off-site working & evening/weekend work occasionally required.

Responsible to: Office and Finance Manager

Key Relationships: Chief Executive, Programme Manager Arts & health, Programme Manager Arts & Environment, Digital Marketing Officer, external stakeholders.

Salary: £18,500 (pro Rata, actual Annual Salary £11,100)



# Responsibilities

- To act as the first point of contact for all visitors, deliveries, telephone, email and web enquiries, taking and passing on messages as necessary.
- Maintaining the organisation's project database, ensuring that information on all aspects of the organisation's work is recorded and regularly updated.
- Produce and distribute all required paperwork to staff, freelance facilitators, artists and trustees as necessary.
- To open and distribute incoming mail and take outgoing mail to the post office.
- Record, review and process all invoices and pass to Office and Finance Manager for payment.
- To work on any administrative tasks as delegated by the Finance and Office Manager, as appropriate.
- To support the effective management of all projects, including record keeping, and information systems.
- To support the Programme Manager with the management of such staff engaged on contracts for services in the delivery of projects.
- Liaise with freelance facilitators, artists and project hosts to set up timetables and venues.
- To ensure that appropriate equipment is available for training, performance and workshop sessions.
- To assist the Programme Managers with print, advertising and media releases in relation to projects, liaising with the Digital Marketing Officer.
- To review all data and paperwork pertaining to projects and to ensure that information on activities, trainees, outcomes, and contact details is fully logged.
- Work in collaboration with other Tanio staff to develop new innovative ideas for projects where necessary and liaise with Programme Managers to bring ideas to fruition.
- Report weekly to Office and Finance Manager.
- Attend Team Meetings every Wednesday morning.
- Attend all meetings as required by Office and Finance Manager or Chief Executive.
- To work with the Finance and Office Manager to ensure that the organisation and associated freelancers, interns and volunteers comply with legislation and statutory and other regulations relating to its work with young persons and vulnerable adults and the health and safety of all those engaged on its programmes.
- To work at all times within the terms of the law and any internal policies and procedures currently in place, with particular regard to Employment Law, Health & Safety, Equal Opportunities and GDPR.
- To undertake such other duties as the Chief Executive or Board may reasonably require or as urgent events dictate.
- Occasionally you will be expected to work some evenings and weekends but time in lieu can be taken, in consultation with your line manager.



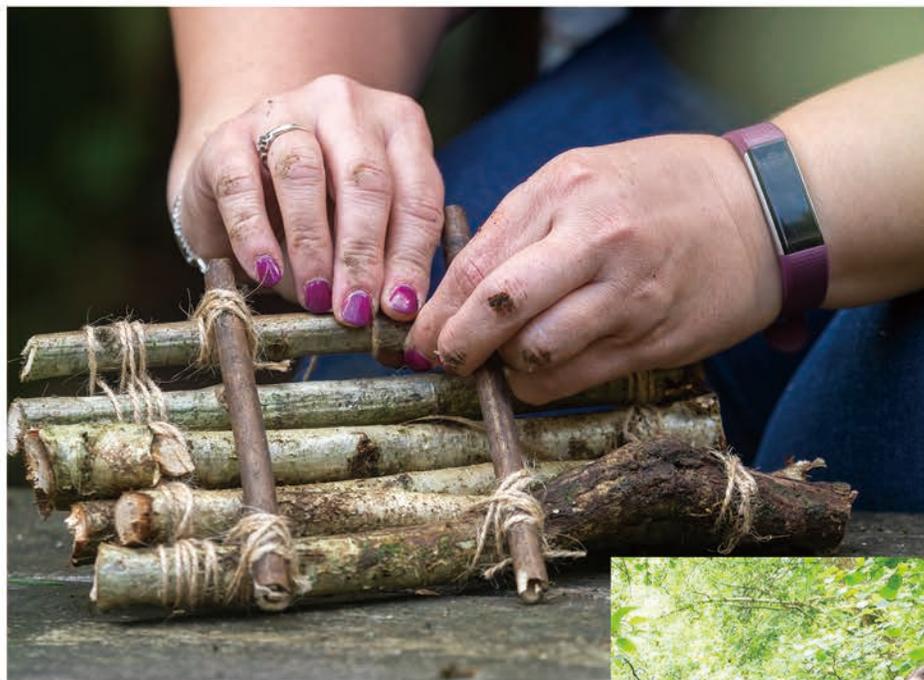
## Essential

- Strong administration skills
- Excellent attention to detail and high levels of accuracy
- Ability to plan and manage tasks in an organised and efficient manner
- Ability to communicate orally and in writing to a high standard
- Work with a wide range of people, demonstrating excellent team player skills
- Ability to establish systems, record information and maintain records systematically
- Experience in Microsoft Office packages including Word and Excel.
- Experience and understanding of database packages and their functions
- Sympathy with the organisation's mission and values

# Person Specification

## Desirable

- Experience of working within a busy office environment
- Able to communicate effectively, verbally and in writing through the medium of Welsh
- Ability to drive, with access to car
- Experience of working within an Arts / Community organisation



# Notes

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and line manager from time to time. We welcome conversations about the role, please contact us on [helo@taniocymru.com](mailto:helo@taniocymru.com)

## Company benefits

- Access to training and development opportunities
- Flexible working
- Office closes from Christmas Eve until the first working day of the following New Year and no annual leave is required to be used
- An energetic, dynamic team
- Wellbeing walks
- Free tea and coffee in the office and lots of cake!

## Summary of Terms

Salary: £18,500 (pro Rata, actual Annual Salary £11,100)  
Contract: Part time, 21 hours per week, permanent contract

Office based working, apart from exceptional circumstances agreed with line manager.  
Wednesdays in the office are mandatory.

Annual leave: 25 days holiday pro rata per annum, plus UK bank holidays (holiday year runs from 1 April to 31 March). Additionally, the office closes for Christmas break from 24th December until the first working day of the New Year. Employees do not use any of their annual leave during this period.

Pension: 5% employer contribution.

Working Hours: 21 hours per week, 30 min lunch breaks not included. Exact days can be agreed once job offer has been made. Core working hours per day are 10am – 4pm, with half hour for lunch, the remaining hours can be worked in whatever way suits the employee best. Due to the nature of the role, some evening or weekend work may be required for which TOIL will be available.

Probation period: six months, during which the employer may terminate the contract with one week's notice. Notice period is one month following the successful completion of probation.

Place of work: Tanio, Sardis Media Centre, Heol Dewi Sant, Bettws, Bridgend CF32 8SU



# How to Apply

To apply for the positions please provide the following information by Monday 17th October at 9:30am

- A comprehensive CV
- A covering letter (maximum two sides of A4) or no more than four minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunities form

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. All offers of employment will be subject to receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'PROGRAMMES AND OFFICE ASSISTANT' in the subject line to [helo@taniocymru.com](mailto:helo@taniocymru.com)

This post will be subject to a check by the DBS. Information about this disclosure can be found at [gov.uk](http://gov.uk).



## Recruitment Timeline

Shortlisted candidates will be notified by the end of the day on Friday 21st October if they will be invited to attend an interview where they will also be asked to complete a short task. Please notify us if you cannot attend the specified interview date at the time you submit your application.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made. If you need this information in a different format please contact us on 01656 729246 or email [helo@taniocymru.com](mailto:helo@taniocymru.com)

Tanio strives to be an equal opportunities employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Tanio welcomes applications from all sectors of the community regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. We actively welcome applications from individuals with backgrounds currently under represented in the arts.



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Cover Photo: Chris Lloyd

Back Photo: Alison McGann