

tanio

Office and Programmes Assistant



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

About

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
- Special Events
- 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 has developed into 6 sessions in a week across Bridgend and RCT. Breathing Space is delivered in partnership with AWEN, Mental Health Matters Wales and Taff Ely Primary Care Cluster.

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, our unique method of engagement, that always take place in a safe outdoor setting. To date we have worked with over 300 young people across Bridgend.

We also have a year round programme of activities and events 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

Office and Programmes 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 three years of hard work, this is a fantastic opportunity for someone to join the team to help us take Tanio to the next level.

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

This is a part time position (21hrs per week) based at Tanio HQ in Bettws, with off-site working and evening/weekend work occasionally required.

Reports to:

Office and Finance Manager

Key Relationships:

Chief Executive, Programme Manager Arts & Health, Programme Manager Arts & The Environment, Finance and Office Manager, Freelance Digital Marketing Officer

Full Time Salary : £21,840 per annum (actual salary for 21hours £13,104 per annum)



Responsibilities

Administration

- To act as the first point of contact for all visitors, deliveries, telephone, email, web enquiries and social media, 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 Office and Finance Manager, as appropriate.

Projects

- To support the effective management of all projects, including record keeping, and information systems.
- To support the Programme Managers with the engagement of staff on contracts for services in the delivery of projects.
- To ensure that appropriate equipment is available for training, performances and workshop sessions, and that the chapel is set up as required.
- To assist the Programme Managers with print, advertising and media releases in relation to projects, liaising with 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.

Reporting

- Monthly one to one meetings with the Office and Finance Manager
- Attend weekly Team Meetings
- Attend all meetings as required by Office and Finance Manager or Senior Management Team.

Regulatory

- To work with the Office and Finance 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.

Other

- 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.

Personal Specifications

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, and work with a wide range of people
- Ability to establish systems, record information and maintain records systematically
- Experience in Microsoft Office packages including Word and Excel.
- Agreement with the organisation's mission and values

Desirable

- Experience of working within a busy office environment
- Able to communicate effectively, verbally and in writing through the medium of Welsh or willingness to learn
- 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

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

Full time salary - £21,840 per annum
(actual salary for 21 hours £13,104 per annum)

Contract: Permanent Part time, 21 hours per week

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:

0.6 (preferably worked over 3 days, must include a Wednesday), 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:

Three 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 9:30am on Monday 19th February 2024.

- 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, to find the form click [here](#)

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 'OFFICE AND PROGRAMMES ASSISTANT' in the subject line to helo@taniocymru.com

This post will be subject to a check by the DBS. Information about this disclosure can be found at gov.uk

Recruitment Timeline

Shortlisted candidates will be notified by the end of the day on Friday 23rd of February 2024. If you are shortlisted you will be invited to attend an interview on Tuesday 27th February 2024. During the interview, the candidates 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.

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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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Office & Finance Assistant

Images: Chris Lloyd & Olivia Dickeson