



**TOBACCO  
FACTORY  
THEATRES**



# JOIN THE JOURNEY...



Tobacco Factory Theatres is a place of Welcome and Wonder. A safe and inspiring place to share stories and be creative. Based in the iconic Tobacco Factory in South Bristol, our work connects people through the power of live theatre and the arts.

We present over 300 performances annually to audiences of over 50,000 including bold in-house productions and co-productions with nationally respected companies. We also receive many of the country's top touring performances, from exciting new work to comedy, music, spoken word and work for families.

We have two dynamic spaces, The Spielman which houses our experimental and engagement programme and The Factory, a flexible and unique space which presents work in a variety of ways including our distinctive 'in the round' configuration.

Over 400 local creatives take part in our Artistic Development programmes; including our Acting and Writers Labs and city wide Artist Membership scheme. We are proud to offer thousands of creative learning and participation opportunities to local people through our Get Involved programme from regular workshops to bespoke offers.

In 2024, we made our work more accessible than ever with over 5,000 financial difficulty and Under 26 tickets issued for those who would not be able to attend at the standard price. At Christmas we were delighted to offer our free Community Performance for local youth projects, refugee charities who support asylum seekers, school children and organisations working with people with additional needs.

Working from a place of sustainability, the last year at TFT has been an exciting time of growth for the organisation with 3 homemade productions; The Marriage of Figaro (co-produced with Opera Project), Hansel and Gretel (co-produced with New International Encounter) and The Winter's Tale (directed by our Artistic Director, Heidi Vaughan) forming part of a dynamic new in-house production programme. These productions compliment our extensive received programme and dynamic Get Involved activities, bringing opportunities to welcome even more people through our doors as part of our wonderful journey.



**Job Title:** Executive Administrator  
**Reports To:** Executive Director  
**Responsible for:** No line management responsibilities

**ANNUAL SALARY/FEE:** £27,295 pro rata per annum paid monthly in arrears.  
**CONTRACT:** Fixed Term (18 months), Part Time (0.6 FTE)  
**HOURS:** 24 hours per week. Occasional evening and weekend work may be required  
**HOLIDAY ENTITLEMENT:** 30 days pro rata per annum inclusive of Bank Holidays.  
**PROBATIONARY PERIOD:** 3 months  
**NOTICE THEREAFTER:** 2 months  
**NORMAL PLACE OF WORK:** Tobacco Factory Theatres, Raleigh Rd, Bristol, BS3 1TF

**TEAM**

Executive Director and Operations Team (consisting of Head of Operations, Senior Technician, FOH Co-Ordinator and Operations Assistant)

**SCOPE:**

The Executive Administrator is a skilled position that provides essential administrative support to the work of the Executive Director with a particular focus on Finance, HR and Governance administration. The role is varied but rooted in strong, efficient and task-based administration. This includes high level Executive and Governance support, Financial and HR administration, minute taking at internal and external meetings as well as that of our Board, and general office support and diary management.

The Executive Administrator will work closely with core staff, clients and outsourced service providers to support and ensure efficient processes relating to Finance and HR are in place. The position acts as the first point of contact for day to day Finance and HR administration and will work with areas of sensitive and confidential data.

The position will provide Governance administration, including scheduling meetings, preparing and circulating papers and the drafting and circulating of meeting minutes to support the Executive Team and Trustees in the discharge of their duties.

This is a 24 hour per week position (0.6 FTE). There is a preference for the role to be worked across Monday – Friday, however there is some flexibility and this can be discussed at interview. On occasions, evening work will be required to attend meetings. This is rare, and advanced notice will be provided.

## KEY RESPONSIBILITIES:

PA (Personal administration) support;

- Maximise use of ED's time; diary management, arranging meetings, internal & external appointments, travel arrangements, preparation of papers, pitches and presentations, hosting, planning and thinking ahead in all respects.
- Attend internal and external meetings, drafting minutes and actioning accordingly including internal meetings, board meetings and staff reviews.

Finance administration;

- Monitor incoming financial documents via email and post, being the first point of contact for finance enquiries.
- Check, upload and code invoices and show settlements to Dext (financial processing software), ensuring all department invoices have been coded correctly.
- Generate Sales invoice and reconcile trade debtors across the organisation.
- Monitor the use of the company spend procedures ie card(s), cheque and cash, ensuring appropriate records and paperwork are being kept.
- Act as the main point of contact with TFT's external finance processing company.
- Collating, checking and providing information for the weekly payment runs.
- Assisting with information for reconciling transactions.
- Collating, checking and providing financial information from the staff team as required.
- Support the collation of monthly payroll data from the staff team and prepare ready for processing.
- Circulate financial reports to the staff team and stakeholders.
- Support the recording, filing and storing of financial records.
- Assist with the preparation of financial reports and papers for the Executive Director and bi-monthly board meetings, ensuring that all departments have submitted required financial information for the month end reporting.
- Provide administration support for the annual audit. Working closely with TFT's auditors and liaising with the staff team to provide required financial information. Support the drafting of the annual trustee report.
- Assist with reviewing, revising, and updating financial procedures as required.





## JOIN THE JOURNEY...

### HR administration;

- Support with day-to-day HR queries and advising in line with the current policies and procedures.
- Assist the Head of Operations with the recruitment process. including handling of the application and shortlisting administration, liaising with candidates, scheduling of interviews.
- Support the hiring and onboarding process for new starters including referencing, preparing offers and contracts of employment, and collecting required starter and payroll documentation.
- Maintain an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, updates and leavers on the system.
- Provide administration support for periodic processes, such as updating staff information, staff reviews, collation of completed appraisal documentation, auditing leave and holiday logs etc.
- Support the administration of the staff training programme.
- Provide administration support for Grievance and Disciplinary procedures.
- Assist with reviewing, revising, and updating HR procedures as required.

### Administration;

- Manage trustee data and support the process to keep the Charity Commission and Companies House records up to date.
- Support the administration of bi-annual board meetings. Liaising with the Executive Director and Chair of the Board on the efficient running of meetings, including scheduling, preparing and circulating papers, room set up and the drafting and circulating minutes.
- Support the process to gather staff and organisational data for core funding and trust and foundation reporting.
- Provide administration support with Executive travel and accommodation, researching and organising away days, training and events.
- Support with administration tasks as required.

### Other

- Be an informed and enthusiastic member of the team who is committed to the vision of TFT to become; A Place of Welcome and Wonder.
- To embed the organisational values; Listening, Connecting, Creating, Curiosity and Integrity.
- Attend staff meetings and away days, and other theatre events including season launches and press nights & keep abreast of all activities in the Theatres.
- Abide by the policies and procedures of Tobacco Factory Theatres.
- Any other duties as mutually agreed with the Executive Director.

## **PERSON SPECIFICATION**

### **We would like to hear from people who have:**

- Experience of office and administrative tasks and procedures.
- Experience of personal administration (P.A.), supporting senior roles and liaising across multiple departments.
- Experience of corresponding with multiple gatekeepers.
- Proven track record of working confidentially and sensitively.
- Experience handling finance tasks such as budgets, invoicing procedures, reconciliations, monitoring expenditure, and liaising with stakeholders.
- Practical experience in HR-related administrative tasks such as recruitment, onboarding, maintaining employee records, and managing HR documentation.
- Strong organisational skills with meticulous attention to detail.
- Excellent written and verbal communication skills.
- Computer literate (Microsoft Office, Excel primarily).
- Experience in arranging meetings, including logistics, preparation of materials, minute-taking, and following up on actions.
- Willing to work occasional flexible hours and evenings (with prior notice) to attend meetings.

### **Applicants may also have:**

- Experience in developing new and efficient systems.
- Experience of working within the cultural sector.
- Experience of best practice with regard to Access, Equality, Inclusion, Diversity and Belonging.
- Experience of working with Xero accounting software.
- Experience of working with trustees.
- A passion for systems, procedures and efficiency.
- An entrepreneurial thinker with a can do approach to problem solving.



## TERMS & CONDITIONS

**Contract:** 18 MONTH Fixed Term Contract

**Hours per week:** 24 hours per week (0.6 FTE). Ideally worked across 5 days however alternative structures can be explored.

**Annual salary:** £27,295 pro rata

**Hours:** Mainly daytime office hours. Occasional evening work will be required.

**Holiday:** 30 days (pro rata) per year including bank holidays.

**Employer:** Tobacco Factory Arts Trust.

**Location of post:** Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF.

**Probation period:** Three months during which notice will be one week.

**Notice thereafter:** Two months.

## APPLICATION PROCESS

All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.



## JOIN THE JOURNEY...

If you require an Application Pack in an alternative format or have any questions about this role or the application, please email:

**[recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com)**

### **To apply:**

Please email [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com) with the subject 'Executive Administrator' and include all of the following:

- Completed application form outlining your experience against the personal specification.
- Or a short film/audio file detailing relevant experience and why you want this role
- A completed Equalities Monitoring form

### **Deadline:**

10:00AM, Monday 24th February. Applications received after that time cannot be considered.

### **Interviews:**

Week beginning 3rd March. Should we require second interviews these will take place on either Friday 7th or Monday 10th March.

### **Start date:**

ASAP following offer.



# TOBACCO FACTORY THEATRES

[tobaccofactorytheatres.com](http://tobaccofactorytheatres.com)

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