

COMPANY OF OTHERS

Company Administrator Job Pack

Permanent, 40 hours per week (5 days)

£28,935 - £29,664 per annum

Hello,

Thank you for your interest in working with Company of Others, and for considering joining us.

We're a dance organisation that was founded to be a place where people who experience being Othered by the society we live in, can be creatively free, can move as our truest selves and be ambitious about what we can achieve.

The Company Administrator role is pivotal, in making sure the organisation runs smoothly, and in supporting the aspirations we have to become a reality. It is a new role, which marks the beginning of our 11th year, with a new journey ahead.

If you're someone who believes they can thrive in this role, please apply. Everyone at Company of Others is currently inhabiting a role that they hadn't done until they came to us, including me. We're looking for people who can demonstrate they have the skills to do the role, but most importantly that they match the person specification.

I hope you decide to apply, and if so, look forward to reading your application.

Nadia

Artistic Director & CEO

CONTENTS & PROCESS

This job pack includes:

- Information about **Company of Others** and the role of **Company Administrator**
- A **job description**
- A **person specification**

Application Requirements:

- A **covering letter** (no more than 2 sides of A4) detailing your interest in the role and how your experience & skills meet the requirements of the post and confirmation of completed Equal Opportunities Form
- A **CV** including **2 referees**
- A completed **equal opportunities monitoring form**

Please submit your application to Nadia Iftkhar by email admin@companyofothers.org.uk with '[Your Name]: Company Administrator' in the subject line.

If you have any questions about the application process or access requirements please contact Nadia by email: admin@companyofothers.org.uk or telephone: **0191 276 1524**, so we can do our best to support you in making an application.

TIMELINE

Application Deadline: 20th April, 10am

Interviews: 29th April - 1st May

Decision to candidates: 4th May

Start Date: As soon as practicable taking into account notice period.

Start date will not influence panel decision.

ABOUT COMPANY OF OTHERS

Company of Others is a dance theatre company based in the North East of England, led by Artistic Director and Choreographer Nadia Iftkhar. Company of Others was founded in 2014 and incorporated in 2016, supported by funds from Arts Council England's Elevate Fund.

In July, 2021 we began creating a home for Movement + Community in Walker, and in April 2023, we joined Arts Council's National Portfolio of Organisations. In 2024, Company of Others became the first Dance Company of Sanctuary.

Our core values are **Artistry, Integrity & Equity**.

At the centre of our work is our co-creation method which ensures we truly collaborate with the communities we work with and belong to, to create bold dance theatre experiences that instigate change.

Our varied programme of work falls into 3 key areas:

RESIST

Walker Youth Dance Project (WYDP)

Three free, weekly, after-school projects in choreographic/performance training for leadership, empowerment and wellbeing, founded 2017. Successfully running for 9 years, our programme delivers high quality training with healthy snacks provided, alongside trips to experience professional dance, guest artists and since 2022, the creation of their own annual Walker Youth Dance Festival, an opportunity for our dancers to perform for family and friends alongside other dance groups, instilling a sense of pride in their achievements and local area.

Moving Together

A programme of movement and mental health support for Global Majority women and/or Refugee/Asylum Experienced women. The group meet fortnightly and work with the Artistic Director to explore movement for self-expression, rest, wellbeing and sisterhood. The programme is supported with counsellors, translators, a shared meal in each session and guest artists. The group is now working towards a co-created film exploring the concept of holding and letting go.

Ensemble

Weekly dance workshops for people aged 60 and over that aims to celebrate our elders, increase their balance and coordination, and combat social isolation by providing a space for people to meet and work on a project together, increasing each dancers confidence.

“[CO Ensemble] has made me feel like I’m sort of resisting old age”

CO Ensemble member.

St. Anthony’s Care Association

We run weekly movement workshops at St Anthonys day centre, delivering both group sessions working on balance and mobility, and more intensive 2-1 sessions with residents who have challenges in leaving their homes, with the aim to build their confidence enough to join one of the regular sessions.

Rooted in Movement

This programme aims to shift the power balance for artists in the North by providing paid residencies and travel bursaries. Our travel bursaries are for North of England based, movement focused artists whose personal ancestry has roots beyond the borders of the UK. The bursaries aim to provide artists with time to explore their practise in the land of their ancestors, to connect more deeply to the land and culture of their chosen place, and build artistic connections there. Paid residencies take place at our home The Bricks with no expected outcome.

CONNECT

Seasonal Gatherings

On a quarterly basis we bring all our groups together at one of our seasonal gatherings. These events are opportunities for individuals who would never normally meet, was it not for Company of Others, to share food, dance and connect. We use these occasions to gather their feedback, thoughts and ideas that influence our programming. We make these events a democratic space, to redistribute decision making power in our organisation, where every voice counts.

“My confidence has gone up...I know my voice deserves to be heard”

Walker Youth Dance Project member.

CO-CREATE

Our body of touring productions.

Grief Floats:

Outdoor dance work and engagement programme, performed by 9 diverse dancers in the North Sea in 2023 and returning in 2024, acknowledging grief felt across the NE and beyond. An articulation of how movement, community and water are ancestral healing connections we are losing. With national press coverage and overwhelmingly positive feedback of the show, we are now exploring touring on a national and international scale from 2026

In 2026, we are developing our next production, **HELD**, which explores the feelings of being held and holding with women and girls.

In 2023-24, we:

- Premiered Grief Floats, our first outdoor work made for the North Sea

- Became a member of Arts Council England's National Portfolio of Organisations
- Created Moving Together, our 2-year project for women of the Global Majority and/or women seeking sanctuary
- Delivered our Welcome Project, ensuring every year 7 in Walker has danced with us, and knows how to access our work
- Delivered our first Community AGM, welcoming those who dance with us to our governance processes
- Hosted artist residencies and supported artists through mentorship and support in kind
- Launched Rooted in Movement, our travel bursaries and paid residencies for movement artists

In 2024-25, we:

- Became the first Dance Company of Sanctuary
- Started Walker Youth Ballet for our 12-17 year olds, providing skin tone appropriate balletwear & trips to see professional ballet performances for all dancers
- Delivered the PowerFULL project, a programme of movement based workshops, for young women aged 16-25
- Performed our third run of Grief Floats in King Edwards Bay
- Delivered our fourth Walker Youth Dance Festival in Walker Park
- Provided 3 residency and 2 travel bursaries through the Rooted in Movement programme

More detailed information can be found at companyofothers.org.uk.

Our team currently consists of Artistic Director & CEO (FT), Finance Manager (PT), Artistic Assistant (PT), Producer (PT), Marketing Coordinator (PT), and Company Assistant (PT), working alongside freelancers who help us deliver our programmes.

We're supported by a board of Trustees who play an active role in driving the strategic aims and ambitions of Company of Others and our wider community.

ABOUT THE ROLE

Company of Others is continuing to grow and evolve. Expanding our projects and deepening the ways we create meaningful movement opportunities with and for our communities across the North East and beyond. As we develop our programmes, we're looking for people who are passionate about the impact of the arts, and who want to play an active role in supporting how this work happens behind the scenes.

The Company Administrator role is central to the day-to-day life of the organisation. You'll help ensure everything runs smoothly – supporting the Artistic Director & CEO, the wider team, and our projects to operate with care, efficiency and attention to detail. From being the first point of contact for enquiries, to coordinating meetings, managing systems and supporting reporting and finance processes, your work will underpin everything we do. You'll also play an important role in maintaining how we communicate, organise information, and meet our responsibilities as a funded organisation.

We're looking for someone who is highly organised, proactive and detail-focused, and who enjoys working across different areas of a small team. You'll be a clear and confident communicator, able to work with a wide range of people, and someone who can stay calm and solution-focused when things get busy.

ROLE: COMPANY ADMINISTRATOR

Responsible to: Artistic Director & CEO

Hours of work: Permanent, 40 hours per week (5 days)

Company of Others has a core working week of Monday–Friday, 10–6pm. Flexibility is required around our regular activity with some evening work, and weekend working during key events, projects and productions

Place of Work: The Bricks, Walker, Newcastle upon Tyne, NE6 3SN

Probation period: 3 months

Notice period: 1 month during probation and 2 months thereafter

Annual Leave: Paid annual holiday entitlement is 28 days, including Bank Holidays

Remuneration: £28,935 - £29,664 per annum - depending on experience, with 3% pension contribution alongside your contribution of 5% which you can opt out of if you wish. Access to generous Company Care and Training budgets.

Any offer of employment will be contingent on satisfactory DBS check, references and Right to Work in the UK check.

KEY RESPONSIBILITIES

Company Administration

- Provide general administrative support to the Company to support the efficient running of our organisation and artistic projects
- Act as an initial point of contact for enquiries coming to Company of Others via email and telephone and to communicate these to the relevant staff
- Provide calendar support for the Artistic Director & CEO
- Support the Artistic Director and Producing team with booking travel and accommodation
- Scan, digitise & archive project and organisation paperwork & documents
- Co-ordinate company meetings and other meetings as appropriate, including minute taking and circulating
- Maintain office supplies and stationery
- Co-ordinate company meetings, away days, events and activities
- Maintain efficient running of the office and ensure day-to-day administrative duties are carried out, including fielding information and enquiries, ordering and receiving goods, general correspondence
- Monitor and book staff training as and when appropriate
- Create and update Policy Update Calendar and project management board

Operations

- Act as point of contact for external services such as Walker Taxis, Citron, The Bricks Maintenance etc
- Ensure the company contacts database is kept up to date and GDPR compliant
- Support the Artistic Director in reporting requirements including collating and analysing data
- Maintain Equal Opportunities data collection in accordance with GDPR regulations and the company privacy policy
- Provide support for the recruitment process, scheduling meetings, assembling paperwork and maintaining records, including equality monitoring.
- Be the first point of contact for The Bricks Hires, and administrate the hiring process
- Support the Artistic Director with the logistics of Board Meetings, including preparing papers and minute taking
- Act as point of contact for the board of trustees, and ensuring their Project Management Board and files are kept up to date with trainings, papers and statutory papers
- Support the induction and onboarding process of staff and trustees

Finance

- Record all transactions onto the digital accounting system, upload receipts, code transactions, reconcile transactions and download reports
- Maintain and control petty cash system
- Regular data collation & reporting for funders & evaluation

Shared Duties

- Act as an advocate for Company of Others at all times
- Uphold and champion the Company's internal and external policies and uphold the Company's values of Integrity, Artistry & Diversity
- Understand and champion the CO way of doing things as referenced in The Foundations and The Light
- Assist the whole team in the lead up and during events, performances & shows, as required
- Being flexible in working across areas and supporting other staff in achieving our common goals as necessary in a small team

This is a comprehensive overview, but not an exhaustive list and the role may be required to take on other tasks as reasonably required.

PERSON SPECIFICATION & EXPERIENCE

Essential Skills and Attributes

- A commitment to and understanding of the principles of inclusive practice and equal opportunities
- Excellent communication skills (both written and verbal)
- Excellent numeracy skills with a keen eye for numerical detail
- A proven track record of administrative experience, an interest in and willingness to learn about all aspects of company management
- Experience of computerised accounting systems
- An understanding of Microsoft Windows operating systems (Incl. Word and Excel)
- Strong organisational skills
- Self-motivated
- Orderly and systematic
- Able to prioritise own workload
- Analyses and solves problems, and makes timely and informed decisions
- Able to meet deadlines
- An exceptional eye for detail
- Commitment to working collaboratively and flexibly within a small team
- Ability to work quickly and stay calm under pressure

Desirable Skills and Attributes

- Knowledge of/interest in dance
- Understanding of database management
- Experience of performing arts administration
- Experience of using Apple software & Xero

EQUAL OPPORTUNITIES

Company of Others was created by and for people who experience being 'othered' and/ marginalised by the society we live in. It is crucial that the people who work at Company of Others are of the communities we co-create our projects with, and who are underrepresented in the arts. We welcome applications from people of all backgrounds and lived experiences.

We **especially** invite applications from people who identify as d/Deaf, Disabled, Black, Asian, PoC, Global Majority, and/or Working Class.

Again, **thank you** for your interest in Company of Others, we look forward to hearing from you.

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Follow our work on social media:

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