



PERSON SPECIFICATION

POSITION: Writing Squad Administrator

REPORTS TO: Writing Squad Director

We are looking for a candidate who supports the values of the Writing Squad:

- We offer support that is rigorous and long term, shaped by the constant renewal of the needs, ambitions and circumstances of our writers, whom we encourage to create self-sustaining communities.
- We take Squad writers seriously as writers, artists and activists, they just happen to be young.
- For us building is a verb, not a noun. Our assets are people and time.

We are looking for someone with an interest in writers and new writing and their development, someone who is self motivating and independent, but likes working as part of a committed, creative and flexible team.

EXPERIENCE

Two years' experience of administrative work in a related area, this will preferably be in the literature or artist development sector in an organisation or on a freelance basis.

KNOWLEDGE

- Knowledge of software for managing data and accounts, emailing and maintaining online resources.
- Some knowledge and understanding of the literature and/or artist development sector.
- Knowledge of the principles of equality, protection and sustainability and the ability to apply these in working with Squad writers, other employees and the public.

SKILLS

Communication

- Ability to communicate by phone, online, email and in person with external and internal contacts, including colleagues, Squad writers, and partners of the Squad.
- Ability to research, collate, write, rewrite and present information and news stories in tones appropriate for reports, online publications and social media.
- A sense of how dispersed networks can be encouraged and sustained using digital tools and face to face meetings.
- Being able to speak with the Squad's style and voice while bringing your own personality to the organisation.

Financial

- Ability to reconcile financial information, maintain ledgers and update budgets and cash flows.

Organisation

- Ability to work without direct supervision to deadlines and to manage a varied workload.
- Ability to arrange meetings and venues.
- A meticulous attention to detail.
- Being able to improve the things you think work, and happy to suggest alternatives or new strategies where you think we could do better.