THE BLACK-E education exploration enthusiasm
connecting artists and communities

JOB DESCRIPTION AND PERSON SPECIFICATION

Administrator

Job title	Administrator
Hours	Tuesday to Friday, 10am to 6pm
Location	The Black-E, 1 Great George Street, Liverpool L1 5EW
DBS	Enhanced DBS check required

About The Black-E

We combine a world class contemporary arts centre with a community centre that is dedicated to participatory arts, and we are situated within Europe's oldest established African-Caribbean community and Europe's oldest Chinatown.

About the Role

Working at The Black-E is a great opportunity to develop your career in the creative sector. The Administrator provides professional, efficient and effective administrative support to The Black-E, ensuring smooth day-to-day operations and supporting the charity team in the delivery of youth programmes, arts events, volunteer coordination and internal communications.

Key Responsibilities

1. Administrative support

- Act as the first point of contact for general enquiries (phone, email, post and in person).
- Maintain and update office filing systems (digital and physical).
- Organise internal meetings and events, including room bookings and agendas.
- Provide diary support to the Chief Operating Officer and senior staff.
- Coordinate office supplies and raise purchase orders as needed.
- Assist with data entry, record keeping and GDPR compliance.
- Draft routine correspondence, update forms and format documents in line with brand guidelines.

2. Support to youth and arts programmes

- Assist in the administrative coordination of the Youth Arts Scheme, B-Excellent and family activities.
- Maintain attendance logs, safeguarding records and volunteer information.
- Help with scheduling artists, volunteers and other staff, including DBS checks and safer recruitment processes.
- Contribute to regular progress reports for Trustees and funders.

3. Communications and promotion

- Support website updates and social media posts relating to Black-E events and youth activities.
- Liaise with external partners, volunteers and schools regarding events and outreach.
- Help coordinate marketing and fundraising materials in collaboration with the creative team.

4. Volunteer coordination

- Support volunteer recruitment, induction and communications.
- Help organise volunteer events, including social gatherings and award ceremonies.

Person Specification

Essential	Desirable
▪ Excellent organisational and time management skills. ▪ Friendly, professional communication skills (written and verbal). ▪ Competence using Microsoft Office (Word, Excel, Outlook). Experience with digital tools such as Canva or social media platforms is a bonus. ▪ Ability to handle sensitive information confidentially and work within safeguarding frameworks. ▪ Self-motivated and adaptable, with a positive "can-do" attitude. ▪ Commitment to The Black-E's values and inclusive ethos. ▪ Enhanced DBS check (compulsory).	▪ Experience working in a charity or arts-based organisation. ▪ Knowledge of safeguarding, GDPR and charity governance. ▪ Experience supporting events, in either an administrative or operational capacity. ▪ Basic design, marketing or web editing experience. ▪ SEN qualifications.

Personal Attributes

- Positive and forward-thinking.
- Able to self-start and work independently.
- Highly organised.
- Enthusiastic about the creative sector and the arts, and how they benefit society.
- An active contributor when working in a team.

How to Apply

Whether you tick every box or most of them, and are looking for the opportunity to grow in a supportive environment, we would love to hear from you.

Please send your CV to **staff@theblack-e.org** for consideration, and we will be in touch.