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Job Description

Job title: Network Administrator

Responsible to: CEO of Pie Factory Music

Salary: £20/hr freelance rate (NB: the freelance postholder will be responsible for arranging own tax and will not be eligible for sick pay / annual leave), to be invoiced for on a monthly basis.

Hours: 8 hours per week

Location: Remote, option of hot-desking at PFM or other network organisations

Contract type: 1 year fixed-term contract

Thanet Youth Network ethos

"We believe that all young people should have access to creative journeys. We'll provide a community of support in Thanet and collaborate to make that happen."

The Thanet Youth Network (TYN) is for organisations and practitioners – employed and freelance – working creatively with young people in Thanet.

TYN is a space for practitioners first, and organisations second. When we come to TYN meetings, we leave our targets/agendas/business plans at the door (unless we are specifically sharing learning or practice). This is to enable an environment for problem-sharing and problem-solving as a group, where the Chatham House Rule applies.

TYN members are open-minded, and approach discussions with a positive, action-driven frame of mind. TYN actively promotes a culture of collaboration, not competition. TYN takes at its heart the view that young people benefit most when true partnership working takes place. TYN fosters an environment where organisations and practitioners not only share resources and opportunities, but support and values.

Job purpose

We're seeking an experienced Network Administrator to be responsible for the successful operation of the Thanet Youth Network. The ideal candidate will be confident managing a contacts database, have experience of planning, scheduling and convening meetings and events, and be literate in digital communications and evaluation platforms, such as MailChimp, Typeform and website building platforms. They will also have experience running social media channels, producing content, responding to interactions and messages from followers and actively growing an online following. They will be excellent communicators, confidently liaising with a membership of over 50 individuals across Thanet, and acting as an ambassador to the Network. They will have clear boundaries and strong time management skills, as this is a one day a week role; and be able to liaise with several different partners making up the Core Group of the Thanet Youth Network.



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Key areas of responsibility:

Administration

- Manage and develop database of contacts for the network.
- Develop and implement privacy policy for database, MailChimp account, website and social media.
- Ensure all communications to members are GDPR compliant.
- Scope and implement a new website to present the network, featuring network members, events, and aims and objectives.
- Administrate the WhatsApp group for member communications and updates.
- Set up and run social media channels (predominantly Instagram) for the network.
- Design or commission a new logo and brand assets for the network for consistency across the newsletters, website and social media.

Meetings

- Schedule bi-monthly meetings and communicate with members about timings and venue.
- Liaise with venues and arrange light refreshments.
- Take minutes and disseminate to members after the meeting.
- Update WhatsApp group with reminders of meetings and with call outs for members to share updates prior to meetings.

Core group support

- Attend core group meetings to input into decision-making.
- Take minutes and disseminate to core group members after meetings.
- Share any updates from core group members to wider membership as required.

Network events

- Organise and manage network events (focusing on CPD and training opportunities) in collaboration with the core group and events lead.
- Work with the CEO of Pie Factory Music to maximise the available budget for events for the network.
- Manage the promotion of events to network members, ensuring a good turnout and maximum impact.

Evaluation of network

- Lead on the evaluation of the network, interrogating the following intended outcomes:
 - Increased collaboration opportunities between organisations working with young people in Thanet
 - Decreased feeling of competition between organisations working with young people in Thanet (i.e. around funding opportunities)
 - Increased knowledge, understanding and confidence of the youth sector workforce in Thanet
 - Improved communication channels between the Thanet Youth Network and other



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boards / forums of influence in Thanet and wider (i.e. Thanet Regeneration Partnership Board, and Kent Youth Partnership)

- Work with the CEO of Pie Factory Music to set up evaluation tools to evidence these outcomes (i.e. Typeform / surveys / creative feedback activities in meetings).
- Work with the CEO of Pie Factory Music to report effectively to the funder on the evaluation of the programme when it comes to its end.
- Liaise with CEO of Pie Factory Music to allocate some budget to arranging some professional photography for at least one meeting / event.

Professional Responsibilities:

- To receive line management and regular check-ins as agreed with the CEO of Pie Factory Music.
- To maintain high standards of professional integrity and respect for others, including confidentiality.

We also require that all staff (freelance or employed) work in accordance and make themselves familiar with Pie Factory Music's policies and procedures. These are not only in place to ensure the safety of our participants but also to protect and support staff members and the charity itself.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder without change to the level of responsibilities appropriate to the grading of the post.

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.



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Person Specification

The person specification is a picture of skills, knowledge, experience and attributes required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

	Essential	Desirable
Skills and Experience	<p>Proven experience in an administration position.</p> <p>Experience of holding and tracking a budget.</p> <p>Strong IT skills; proficiency in Microsoft Office (Word, Excel) and database development.</p> <p>Experience of managing social media channels.</p> <p>Excellent interpersonal, written and verbal communication skills</p> <p>Ability to handle sensitive issues with tact and diplomacy; strong boundaries around confidentiality.</p>	<p>Interest in and appreciation for the importance of provision for young people in Thanet.</p> <p>Experience of using a CRM or contacts database software.</p> <p>Experience of coordinating and administering networks of multiple partners across a geographic area.</p>
Knowledge and Understanding	<p>An understanding of GDPR protocols and data protection practices.</p> <p>An aptitude to learn new applications.</p>	<p>GDPR training certificate.</p> <p>Experience of creating and implementing evaluation and impact measurement tools.</p>



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	<p>Experience of evaluating the success of a programme.</p> <p>An understanding and experience of good monitoring and data collection practices.</p>	<p>Experience of designing and developing bespoke monitoring and evaluation frameworks.</p>
<p>Attributes</p>	<p>To be able to prioritise and time manage workload efficiently and proactively.</p> <p>To be creative, proactive, able to use initiative and make sound judgments.</p> <p>Good problem-solving skills and a positive approach to trouble-shooting as a team.</p> <p>A commitment to equity, diversity and inclusion.</p> <p>An interest in issues concerning the welfare and rights of young people.</p> <p>A thorough understanding of the geography, demographics, and needs of different communities in Thanet.</p> <p>To be able to work effectively as part of a team, particularly one that is made up of a large partnership.</p>	



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To apply

Please complete the application form and send via email to zoe@piefactorymusic.com by **Thursday 25 July**.

Interviews will take place on **Monday 29 July**. Please indicate in your application if you are available on this date.

The successful candidate's start date will be **early August 2024**.