

**Kickstart Role  
OFFICE ADMINISTRATOR  
Recruitment Pack**





**Thank you for your interest in the role of  
OFFICE ADMINISTRATOR  
supported by the Government's Kickstart Scheme.**

**Background**

Icarus Theatre Collective's mission is to re-energise traditional performance styles and texts for touring productions.

We create work that is dark, expressionist, and dramatic. We believe that theatre is a deliciously destructive force. Our productions aim to surprise, tantalise, and make the unseen seen.

Icarus Theatre Collective (ITC) is an award-winning theatre company and registered charity (No. 1134535) founded in 2004 by our CEO and Artistic Director Max Lewendel.

Icarus Theatre Collective has an office space based in Bermondsey, London and tours its shows internationally throughout England, Ireland, and Europe.

We hired our first Kickstart team member in May 2021, and since then our team has rapidly expanded. Our Kickstart staff are an integrated part of Icarus and provide a wealth of experience and skills to our diverse team.

The role of Office Administrator is supported by the Government's Kickstart Scheme <https://www.gov.uk/government/collections/kickstart-scheme>.

**Please note this role is only open to candidates aged 18-24 and in receipt of Universal Credit in line with the Government's Kickstart Scheme.**

To apply, please send your CV, Cover Letter, and Equal Opportunities Monitoring Form to [hiring@icarus theatre.co.uk](mailto:hiring@icarus theatre.co.uk). To be considered for the position, your work coach **must** refer you through the Kickstart programme. (You may send in your documents before or after you are referred, but we cannot offer you the job until you are).



**Job Description:**

The Office Administrator works under the Company Manager to maintain a productive and effective workplace, providing administrative assistance to the office where necessary and assuming general responsibility for our office organisation and maintenance.

**Responsibilities include:**

- Create schedules, agendas, and minutes for Company Meetings, and circulate them where necessary.
- Assume responsibility for our Office upkeep (maintaining tea/coffee stock, tidying communal areas, reporting serious damages).
- Monitor the company phone lines and inbox, forwarding messages to whoever is best suited to address them.
- Provide administrative support to the office in the form of letter writing and other resource curation, wherever necessary (e.g. drafting internal procedure updates or promotional copy).





**Essential skills include:**

- Strong verbal and written communication skills.
- An organised mindset.
- Proactive desire to use time effectively, and the initiative to find the jobs which need to be done.
- Friendly and approachable team member.

**Desirable skills include:**

- Experience in formal writing in either academia (e.g. a degree or literature-based post-16 qualification) or a previous job.
- Experience representing a company by phone and email.
- Enthusiasm for liaison and organisation, to expand and develop this role into a key lynchpin of the company.



## Contract and Terms

**Role:** OFFICE ADMINISTRATOR

**Salary:** £9 per hour

**Hours:** 25 flexible hours per week.

**Contract:** 6 months fixed-term contract, subject to a probationary period of 2 months.

**Notice:** 2 weeks during probation, then 4 weeks.

**Holiday:** 8.75 days/70 hours of holiday across the duration of the contract.

**Breaks:** Staff's 25 hours of paid time per week includes 3 hours for lunches, and a 5-minute desk break every hour.

**Training:** Kickstart staff are entitled to up to £200 and up to 30 paid hours to spend on professional training or other personal development needs. Additionally, during their working hours staff will be required to participate in TWIN training at home, Lambeth council, and/or Jobcentre for one to two hours per week across the six months. This will include basic employability training including CV development, mock interviews, and completing several online modules.

**The Candidate's first three working days will consist of a series of inductions and preparatory meetings with HR and their Supervisor, to ensure they are fully equipped to fulfil their role to their best ability.**

**Closing Date:** [Noon Friday 12th of November 2021](#)

**Interviews Begin:** [w/c Monday 15th of November 2021](#)

**Estimated Start Date:** [w/c Monday 29th of November 2021\\*](#)

\* Open to negotiation

w/c = week commencing

