

Post: Assistant to the Directors (maternity cover)

Reports to: Finance/Operations Director

Location: Remote

Hours: Part-Time 18 hours per week

Salary: £12,000 per annum plus contributory pension

Start date: 11th March 2024. End date: mid December 2024



Role description

The post-holder will be responsible for overseeing the efficient administration of Music Declares Emergency. This will include supporting the MDE team with:

- Organising meetings & schedules
- General administration
- Coordinating with volunteers
- Helping with social media content creation & mailing lists

They will work closely with the three directors.

This is a great opportunity to work for a growing charity, and be involved in every aspect of its work.

Context:

Music Declares Emergency is a group of artists, music industry professionals and organisations that stand together to declare a climate and ecological emergency and call for an immediate governmental response to protect all life on Earth. Supporters include: The BRIT Awards, Universal Music Group UK, Warner Music UK, Sony Music UK, Beggars Group, Live Nation, AEG Presents.

Music Declares Emergency has 3 key goals

1. Help musicians use their cultural influence to engage audiences with the issues - empowering artists with the tools they need to speak powerfully and confidently as part of a community.
2. Engage audiences in positive messages, behaviour change and climate action - using the influence of music to shift the dial on public opinion.
3. Support the music industry to become a cultural leader - promoting, accelerating and facilitating the steps forward the industry needs by creating a space for open collaboration, information exchange and coherent public messaging.

Main Tasks

Administration

Schedule and organise meetings, minutes taking

Respond to emails and communication via Slack and social media

Provide general administration support to the team

Proof reading documents

Booking travel & accommodation

Events Organisation

Work with the MDE team to organise events and conferences.

Work with the MDE team to coordinate festival volunteering, including volunteer recruitment, training and scheduling, and festival liaison.

Arrange and support quarterly board meetings, including minute-taking.

Communications

Support with MDE's CRM (Mailchimp) including data management and formatting and sending mailouts.

Check and respond to MDE socials mailboxes and basic liking / commenting interactions

Creating and sharing simple social media posts and reposting third party content

Helping to create social media content

Administration support with MDE's fundraising sites (Crowdfunder, Donr)

Other tasks

Manage and work with volunteers as appropriate

Undertake other tasks identified by MDE as relevant and commensurate with the post

Some out of hours work may be required during festival season - to be agreed in advance and deducted from contracted hours.

Person specification

Essential

Passionate about music and environmental issues.

Experience of working in an administrative capacity.

Experience of organising meetings and taking minutes.

Good IT skills and proficiency in use of Google Docs and applications.

Experience or willingness to learn Mailchimp.

Experience and proficiency on social media platforms.

Ability to help create simple social media content, text, graphics & video.

Ability to process data accurately and efficiently, with a strong attention to detail.

Ability to act on initiative to introduce and develop new systems as appropriate.

Excellent interpersonal skills and ability to communicate clearly and effectively, in a professional and courteous manner, with a wide range of people both in writing and verbally.

Ability to prioritise workload and meet deadlines.

Ability to work flexibly, assist other staff and respond to changing priorities.

Ability to work effectively as part of a small team and independently as required.

Ability to work occasional evenings and weekends by prior arrangement.

Understanding of and commitment to MDE's aims and values.

Desirable

Understanding of current issues around climate change.

Knowledge of the music industry.

Experience of organising events & managing volunteers.

Experience of Canva, Photoshop or other graphics and video software.