

## Girls Rock London is looking for Freelance Admin Support



Girls Rock London is an award-winning organisation working with women, trans and non-binary people to improve their confidence and self-esteem, and increase the number making and performing music. Our community is powered by dedicated and passionate volunteers, and supported by the Arts Council, Youth Music and The National Lottery Community Fund. Our patron is Shirley Manson (Garbage). You can find out more about what we do [here](#).

### The role

You will be reporting directly to our Chief Executive, working on a wide range of administrative tasks associated with the running of our organisation. This will include work on our programming, finances, HR, fundraising, GDPR, and monitoring and evaluation. Examples of tasks include checking receipts against bank transactions, processing expense claims, updating volunteer details on spreadsheets, desk-based research, booking venues and food for events, typing up feedback forms, liaising with volunteers and programme participants about event logistics, and updating mailing lists.

We would love to hear from you if the following describes you:

- you are organised, and have good attention to detail
- you are confident working on your own remotely, with minimal supervision
- you can cope with repetitive tasks as well as more varied ones
- you have good Microsoft Office skills, and experience of using Word and Excel

Here are some other qualities you might bring to the team:

- you are someone who enjoys the challenge of getting on with a task, finding out how to do something new, and who can ask for help when needed
- you are flexible and able to adapt to the needs of working with volunteers and part-time staff who work at different times to you

We are looking for someone who can show they share our values and can work independently and efficiently to support our growth as an organisation. In your application, we would love to hear about experience you have gained from the home, workplace, volunteering or other projects that would help you to carry out this role.

**Pay:** £15 per hour (you will be responsible for your own tax and NI payments).

**Hours:** 26 days (approximately 7 hours per week) over six months to be worked flexibly from home with the possibility of some daytime and evening meetings.

**Application Process:** please complete an application form at <https://www.surveymonkey.co.uk/r/girlsrockadmin>.

You may submit answers to the questions in a video if you would find this more accessible; simply email a link to an online video (on Youtube or similar) **of no more than 5 minutes** to our email address below. For any other accessibility questions related to the application process please do not hesitate to get in touch via [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com)

**Closing Date:** April 23 at 9am

**Interview Dates:** April 30 or May 1

If you would like to talk to someone about this role, please feel free to email Gez (Girls Rock London CEO) at [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com) or call her on 07990877904.