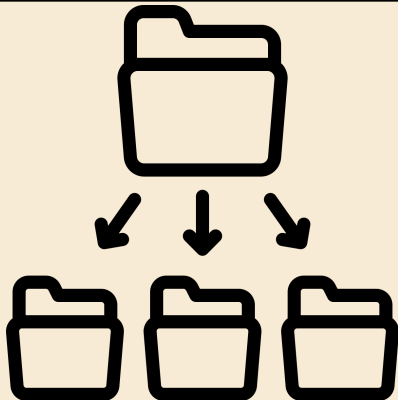
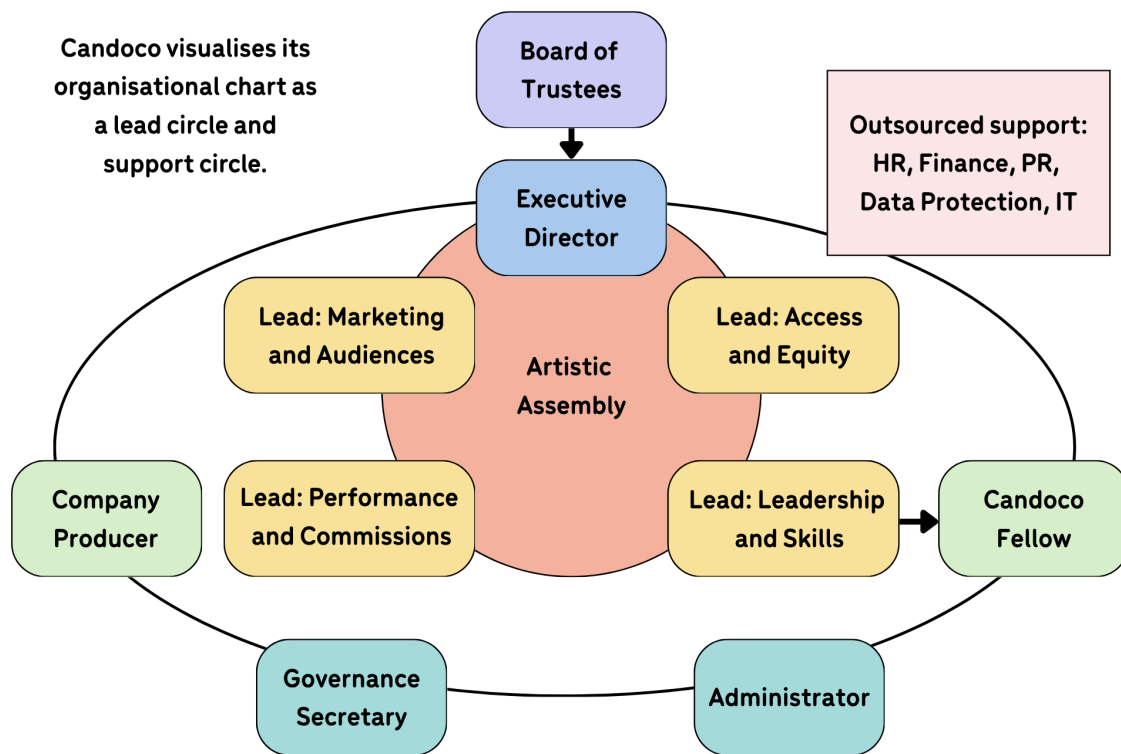


Administrator

Easy Read Information Pack 2026

	Job Vacancy: • PAYE • Part time, 0.6 (3 days a week) open to flexible working. • £26000 - £30000 per annum (pro rata)
	Candoco is a producing organisation and a catalyst for artistic development. We expand what dance can be, who makes it, and who experiences it. We work to create the conditions for brilliance, by removing systemic barriers to dance for disabled makers, performers and leaders.
	Job title: Administrator Reports to: Executive Director. Works with: Executive Director, Governance Secretary.

Candoco visualises its organisational chart as a lead circle and support circle.



About the role:

This role will work alongside the Governance Secretary and supporting the Executive Director.

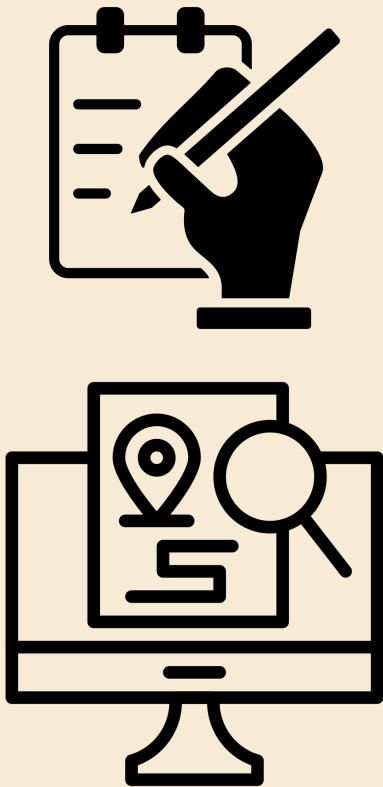
This role is important in keeping organised systems and anticipating the needs of Candoco.



Who we are looking for:

- An organized person who anticipates team needs and creates efficient workflows.
- Someone who remains calm under pressure and handles sensitive information discreetly.
- Someone with both attention to detail and view to long term company goals.

Areas of your work:



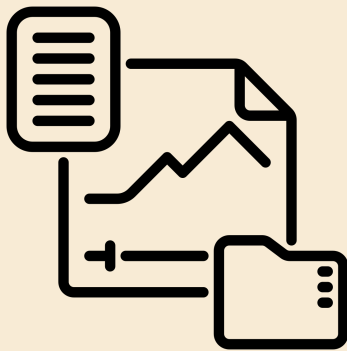
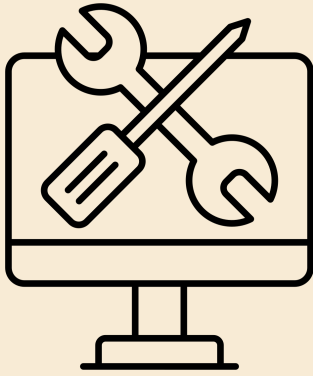
Support to the Executive Director:

- Manage 2 different inboxes: rank information, communicate what needs the Executive Director's attention, and track follow-ups and actions.
- Support meetings with note taking, having a clear system for tracking emails, actions.
- Support lightly with diary dates: scheduling meetings and informing coming priorities.
- Book travel, accommodation, register for events and organise training for Staff.
- At times support other members of the Lead Circle if needed.



Finance:

- Monitor our overhead budget tracker, keeping it up to date, letting know of irregularities.
- Support Executive Director with invoice process and routine finance administration.
- Be the person of contact with our external accountants, sharing information when needed.
- Collect expenditure information to help funder reporting.



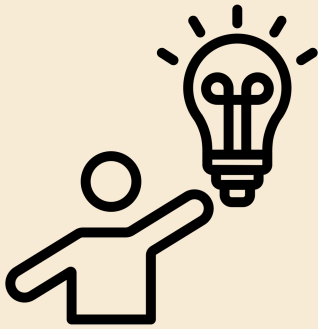
Office and Operations:

- Take care of Office admin & services: (eg. stationery, equipment, staff passes, phone systems, IT or insurance).
- Keep Google Drive organised with information accessible, improving administrative processes as the company grows.
- Help Health & Safety record-keeping, coordinating risk assessments, keeping records of incidents, and ensuring insurance documentation is up to date.
- Support data protection compliance in line with company policy.



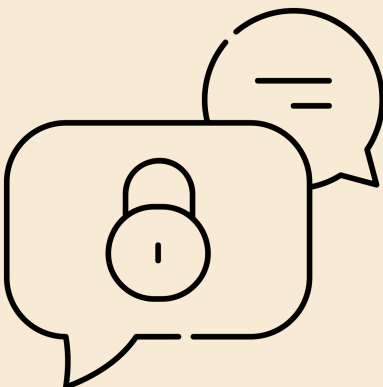
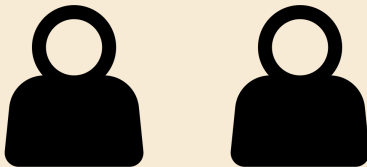
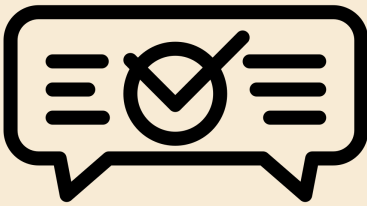
Research and Projects:

- Apply and maintain our CRM system, with the Executive Director and Marketing and Audiences lead.
- Take on research projects: Eg archives of the company repertoire.
- Help with digital order and information management across the company.
- Take on adequate administrative project support as the Company's needs evolve.



Person Specification:
Essential:

- **Proactive** and organised approach to handling information.
- Experience in an Executive Assistant or office management role, with a strong track record of supporting a **senior leader**.
- Ability to **prioritize, and track** correspondence and actions across multiple inboxes or workstreams.
- Confident working with **financial information**: maintaining trackers, processing invoices, and organizing information for reporting.



Essential:

- **Strong communication** skills and the ability to liaise with a wide range of people with discretion and professionalism.
- Expertise with **Google Workspace** (Gmail, Drive, Docs, Sheets, Calendar).
- **Proactive** problem-solver who anticipates needs.
- Able to handle sensitive and **confidential information** appropriately.
- Strong **reading and written English**, essential for managing correspondence, reporting, and stakeholder relationships.



Desirable:

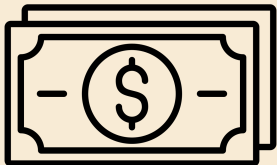
- Experience using **accounting software** (Xero or similar) or willingness to learn.
- Experience working or maintaining a **CRM or database** system.
- Familiarity with **Access to Work** administration.
- Experience in the **arts**, charity, or not-for-profit sector.
- Experience **supporting financial** reporting for funders.



Terms and conditions:

Contract type

- PAYE
- Part time, 0.6 (3 days a week) open to flexible working.



Salary

£26000 - £30000 per annum (pro rata).



Location

Hybrid. Minimum 1 day per week (Thursday) in the London office at Mountview, Peckham. London presence will be needed during any London-based activity being led by this role. Occasional Saturdays and evening work required.



How to apply?

To apply, we would like you fill in a form and to answer the following **questions**:

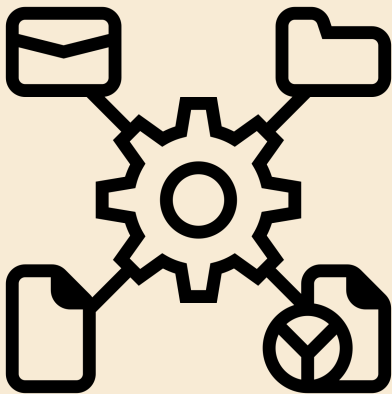
1. Organisation and information management

*Tell us about a time you have **managed a busy inbox**, correspondence, or information flow on behalf of someone else. How did you make sure nothing was **missed**, and how did you decide what needed **urgent attention**?*



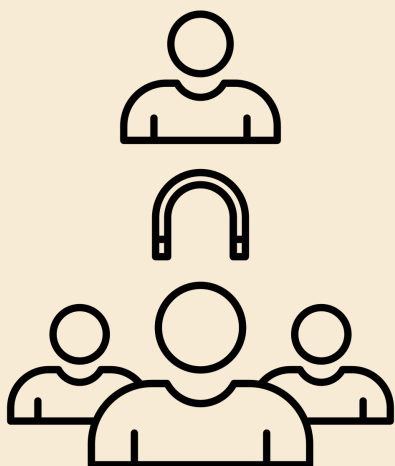
2. Finance and systems

*Describe a time you have **maintained a tracker**, database, or financial record on behalf of a team or organisation. How did you keep it **accurate** and useful, and what would you **do differently** in hindsight?*



3. Adaptability and variety

*This role spans executive support, finance administration, office management, and research projects sometimes all in the same week. Tell us about a role or period of work where you had to hold **several** very **different responsibilities at once**. How did you manage your **time and priorities**, and what did you **learn** about how you work best?*



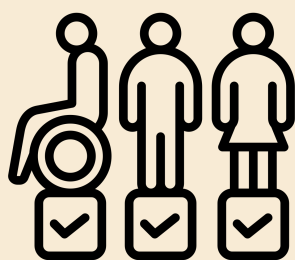
4. Understanding of Candoco's mission

*Candoco exists to expand what dance can be, who makes it, and who experiences it. Why does this role, in this organisation, **appeal to you** and what would you bring to a team working toward **that mission**?*

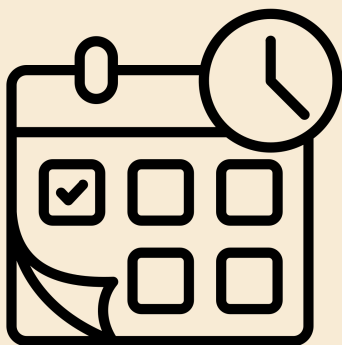


How to submit your Application ?

- You can submit your answers to us via our application form [here](#) or you can use alternative methods (like video, audio or any other) in the form.
- Videos and audios cannot exceed **4 minutes** long.
- Please also attach a CV, up to date LinkedIn profile or any other alternative version of your employment history.



When presenting your application, please remember to fill out our **Equal Opportunities Monitoring Form** found [here](#).

**Key Dates:**

Deadline for applications:

- 18th of May 2026 at 10:00 AM.

Shortlisted Applicants will be informed:

- 22nd of May 2026.

We will hold interviews:

- Week commencing 25th of May 2026.

We thank you for your interest in Candoco Dance Company