



China Plate is...



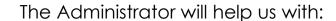




We help people to make their creative projects happen.



Would you like to work with us as an Administrator?





Office systems



→ Make sure things run smoothly



Money and admin tasks



Show that we are caring and include everyone



Help us look after the environment







You are the person for this job if you have these skills...



Good attention to detail.





Enjoy working with other people.





Enjoys organising things.





Think it would be great to work for a charity.





Have a passion for working in the arts.





Like to know how companies work.





This job is a good step to other jobs in the future such as finance or management.





If this is your first job or you have no experience, we can train you.



You might have qualifications which include administration or business studies.



The job is permanent/full time, 40 hours per week.

**SALARY**: £24,000



**HOLIDAYS:** 20 days per year plus bank holidays.



The job will be based at the China Plate office in Digbeth, Birmingham.



China Plate also has an office in Aldgate, East London. You may have to travel to the London office sometimes if required.



Before you apply for the job please read our recruitment pack, this will give you more information about the skills you will need for the job.



You can download at:

www.chinaplatetheatre.com/opportunities





If you have any questions, please contact: Executive Director at **chloe@chinaplatetheatre.com** 



### **Equal Opportunities**



China Plate is a disability positive employer. If you have interview access needs, please let us know when you apply as we will need to make sure you can access the interview.



#### **How to Apply**

Send a letter (2 sides A4) or a video or audio recording (up to 5 minutes long) explaining:



- Why you are interested in the job
- How you fulfil the person specification



Any experience you would like to explain.



Include your CV or send a separate video or audio recording. Tell us about other jobs you have had or any qualifications you may have.





Please send your application to recruitment@chinaplatetheatre.com by 10.00am on Wednesday 31st January 2024.



Please also help us by completing an Equal Opportunities form using this link –

https://forms.gle/bttobgQdpwYyanqs8 – this data will be kept private. It helps us to be fair.



When are the interviews? Week beginning **12th February 2024.** 



Where are the interviews? At our Birmingham office.



If you are offered the job, we will ask you to give us the names of two professional references we can contact.



#### **Data Protection**

All information will be kept safe. We will keep your information on file for at least three months. Information will be destroyed after this time.