1 Advertisement

Post Title: Administrator  
School/department: Media, Arts and Humanities / Music  
Hours: Part time hours considered up to a maximum of 0.18 FTE / 6.57 hours  
Requests for flexible working options will be considered (subject to business need).  
Contract: Fixed term until 31 May 2022  
Reference: 6457  
Salary: starting at £22,254 to £25,627 per annum, pro rata if part time  
Placed on: 24 August 2021  
Closing date: 13 September 2021. Applications must be received by midnight of the closing date.  
Expected Interview date: ASAP  
Expected start date: September 2021

The AHRC Feedback Musicianship Network is seeking an administrator to assist in running our project.

The project is funded by the AHRC Research Networking Scheme, and seeks to bring together academics and artists to further a research agenda for feedback musicianship. As such, we are running 4 European network meetings before 31 May 2022.

The administrator’s role will be as follows:

- Organisation of travel and accommodation for event participants
- Facilitation of venue booking and catering for events
- Processing general payments, and expense claims from participants
- Organisation of documentation materials from the events

More details on the project are available on our website [https://feedback-musicianship.pubpub.org/](https://feedback-musicianship.pubpub.org/)

Please contact Chris Kiefer, c.kiefer@sussex.ac.uk, for informal enquiries.

*Please note that this position may be subject to ATAS clearance if you require visa sponsorship.*

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. The School / Division

Please find further information regarding the school/division at https://www.sussex.ac.uk/schools/media-arts-humanities/internal/

3. Job Description

Job Description for the post of: Administrator

Department: Music

Section/Unit/School: Media, Arts and Humanities

Location: Silverstone

Grade: 4

Responsible to: Chris Kiefer

Purpose of the post:

To provide administrative support to the Feedback Musicianship Network

Key Responsibilities:

1. Provide a friendly and professional general enquiries service to network participants
   1. Deal with email, telephone and in-person queries
   2. To deal with, or refer, basic queries and correspondence
   3. Organisation of event documentation materials
   4. Deal effectively and efficiently with enquiries
   5. Organisation of travel and accommodation
   6. Processing of expense claims

2. Provide administrative support to the project managers
   1. To support meetings, copying papers and reports
   2. Maintain records
   3. Enter data into systems as required
   4. Manage expense claims from network participants
   5. Manage payments related to event management
   6. Aid with booking of event services (catering, venues)
4. **Person Specification**

**Candidates will have the following:**

**ESSENTIAL**

- willingness to do routine work
- the desire and ability to work as part of a flexible team
- fast, accurate word processing and an ability to ensure effective, professional standards of presentation
- someone helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to customer service; someone approachable and flexible in responding to emergencies and unforeseen events
- the ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines
- reliability, honesty and a commitment to maintaining confidentiality
- excellent email communication skills

**Desirable**

- experience in organisation of travel and accommodation bookings through university systems
- experience as a user of university finance systems
- experience of research administration
- experience of editing and organising online content