



## **Administrator Recruitment Pack**

# Administrator : Job Description



## Contract

Temporary, End of April to End of September 2025

## Salary

£23,000 plus 3% pension contribution

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## Background

The Edinburgh International Book Festival is a world-leading cultural festival, with democracy, creativity and ideas exchange at its heart. We celebrate the power of words and writing in all of their dynamic and imaginative forms, bringing diverse perspectives together, and empowering our audiences to deepen their understanding of our ever-changing world.

Since 1983, we have welcomed hundreds of thousands of visitors to engage with the world's greatest and emerging writers, thinkers, artists, and performers. Each year, we programme innovative events that broaden the horizons and enrich the minds of our audiences, both in Edinburgh and online. These take the form of on-stage conversations, workshops, creative masterclasses, think tanks, and more, all informed by a culture of open dialogue, curiosity about the perspectives of others, and active embracing of new ideas and experiences. Over the last four decades, we have continually transformed our Festival model to reflect our rapidly evolving world, and ensure our ongoing relevance, with a programme which platforms the most interesting and inspiring publishing from around the world, and balances today's most challenging topics with exploration of how we can work together towards a brighter future.

A registered charity, we are run by a passionate team who believe in the power of words and ideas to ignite imaginations, foster human connection, and challenge the status quo – as well as offer solace, nurture wellbeing, and spread joy. Our Festival aims not just to open up conversations, but to broaden them too: existing as a space at the heart of civil society where nuanced discussion can happen and a spectrum of perspectives can be explored. We believe this role, supporting and influencing public conversation, is vital to society and to the Festival's future.

At the heart of our Festival is a commitment to accessibility, inclusivity, and the creation of a truly democratic environment for the exchange of ideas and collaborative thinking. We give a platform to voices who are often overlooked and aim to break down barriers to access for those who might not typically see themselves as a book festival audience. More than just a summer festival, we work year-round with partners in the local community – with schools, libraries, prisons, hospitals, and other community hubs – with the aim of developing engaged, knowledgeable audiences of all backgrounds and ages. The Festival also makes hundreds of events available to watch online via a Pay What You Can model, offering audiences who cannot attend in person the opportunity to take part, and making the Festival truly global in nature.

In 2024, our evolution saw the beginning of a new chapter under the leadership of Festival Director, Jenny Niven. It was also our first year presenting the Festival in our new home of the Edinburgh Futures Institute – a cutting-edge university building created from the stunning renovation of the city's old Royal Infirmary and positioned at the heart of the city's Festival environment. We are excited about the opportunities this offers us to collaborate with new partners and share innovations and a wide range of voices with our audiences, both now and far into the future.

## The team

The Book Festival has a permanent staff of 23 throughout the year, expanding over the spring and summer to a peak of around 150 staff during the Festival. All staff members play a role in the ongoing development of the organisation through several full team planning and debrief meetings during the year.

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## The role

### Key Duties and Responsibilities

Reporting to the Head of Operations & Finance, the Administrator will contribute to the smooth running of a busy office and provide vital administrative support to the whole team acting as first point of contact and maintaining a professional, welcoming approach to all visitors to the office. This is a varied role with a broad range of responsibilities at different points in the Festival calendar.

### Office Management (15%)

- Keeping the office tidy and well-stocked with all supplies
- Liaising with contractors
- Being the first point of contact for all visitors to the office
- Answering the main phone, admin and recruitment in boxes, post queries from customers, festival participants, press, and others, ensuring all enquiries are dealt with promptly
- Managing the Admin phone line and setting up phone messages in line with opening hours
- Receiving and distributing post and deliveries and arranging courier collections
- Ensuring the Administration Handbook is kept up to date and changes communicated to the staff team

### Administration (10%)

- Assisting with meetings, including taking and distributing minutes to the team
- Filing of invoices for the Finance Officer and set up of annual finance folders
- Supporting other departments with administration on an ongoing basis. (We have a Programme Administrator and Site Coordinator to cover Programme and Site administration needs)
- Organising 2 x yearly staff planning days and meetings

## **Festival Administration (70%)**

Assisting with general preparation for the Festival including:

- Liaising with other departments to order supplies and coordinate deliveries, especially during the site build and the Festival.
- Production and distribution of all participant, guest, press and staff security passes, signage for the Festival site and copies of schedules and rotas to key areas
- Ordering and distribution of uniforms for festival staff
- Disposal of lost property at the end of the festival
- Management of the office during the Festival including fielding enquiries to colleagues on site, reacting to unexpected situations and responding quickly and appropriately to customer feedback
- Taking and distributing minutes of morning briefing minutes during the Festival

## **HR (5%)**

Assisting the Head of Operations & Finance with recruitment, including:

- Setting up and managing vacancies on our recruitment website
- Scheduling interviews, greeting candidates, sending out reference requests for successful candidates.

The list of duties is not exhaustive. Where appropriate the Administrator will carry out other duties to assist in the overall performance of the Festival.

## **Person Specification**

This role is an excellent opportunity for a highly motivated individual and a passion for developing and maintaining effective office and administrative systems. The successful candidate will possess the following:

### **Knowledge and experience**

- 1 years' experience in a busy reception or office administration
- A general understanding of legislation relating to HR, finance and health and safety

### **Skills**

- Excellent communication skills, written and oral
- Excellent organisational skills and a demonstrable ability to take the initiative and work independently
- Excellent IT skills, working knowledge of Microsoft Office software, Zoom and ability to learn new systems quickly
- Attention to detail and the ability to work under pressure to tight deadlines.
- Ability to work collaboratively and across the team, balancing multiple priorities

## Personal Attributes

- An enthusiastic and conscientious personality with a can-do attitude
- Works flexibly, independently and as an effective team member
- A confident communicator who can use initiative to deal responsively and positively to urgent matters and immediate demands
- A commitment to embedding equality, diversity and inclusion across all aspects of delivery

## Terms and Conditions

The post is currently based at offices at 121 George Street, Edinburgh and at the Festival site at the Edinburgh Futures Institute during August. The Festival operates a flexible approach to working (a mix of working from the office, the festival site and from home) and is committed to supporting staff with necessary equipment and materials. The Festival will consult staff on potential changes to this approach, in line with operational requirements.

Normal hours of work are 9:30–5:30 Monday to Friday with a 1hr unpaid lunch break. Additional hours required at peak times of year and during the Festival itself for which we apply our TOIL policy.

Employees receive 34 days of paid holiday per annum, pro rata.

Unless otherwise stated, all staff are subject to a three -month probationary period.

## Equal Opportunities

The Edinburgh International Book Festival is an equal opportunities employer and a Real Living Wage employer. Our work is framed by a commitment to Equality, Diversity and Inclusion. The Book Festival is a working environment where everyone is treated fairly, and our differences are celebrated as strengths. We encourage applicants with diverse backgrounds and experiences to apply. If you have any specific access requirements, please let us know and we will do our best to meet your needs.

## How to apply

Please complete the online application using the links on our website <https://www.edbookfest.co.uk/about-us/jobs>

Please ensure you upload a copy of your current CV and an application letter. Your letter should outline your suitability for the post and why you wish to work at the Book Festival. You may include any other information to support your application.

**Closing date for applications: Friday 21 March 2025, 12 noon.**

## Interviews

Interviews will be held on **Wednesday 16 April 2025** at the Book Festival offices at 121 George Street, Edinburgh, EH2 4YN (for local candidates) or on Zoom if preferred.

*The Edinburgh International Book Festival Ltd has its registered office at 121 George St Edinburgh and is a company limited by guarantee (SC079939) with charitable status SCO10120.*