



## FÈIS THIRIODH ADMINISTRATOR - JOB DESCRIPTION

### **GENERAL:**

- Duties carried out within 100 hours over 52 weeks at a payment of £10 per hour.
- Working schedule is flexible and should be carried out from home.
- The administrator will use his/her own equipment – telephone, computer, printer etc.
- Payments made through invoice by BACS at mutually agreed times.
- All agreed expenses incurred by the administrator in carrying out the duties of the post will be reimbursed through an expenses claim form.

### **DUTIES:**

- Correspondence: including answering telephone and email queries, running of the website/social media pages and mailings to the Fèis contact list.
- Liaising with Fèis committee, and providing administrative back-up.
- Liaising with the committee to organise committee meetings. Attendance at committee meetings including minute taking.
- Organising the Fèis databases and filing systems and keeping them regularly updated.
- Keeping financial records on behalf of the Fèis with support from the treasurer.
- Annual grant applications and reporting to Fèisean nan Gaidheal.
- Investigating other sources of funding and attracting funding to the Fèis.
- Taking the lead of the organisation of the annual Fèis, including, the booking of tutors, venues, accommodation, licenses, preparation, distribution and processing of application forms, time tabling events, publicity, fund-raising and ensuring that all conditions of Fèisean nan Gàidheal grants are met.
- Be in attendance on the first morning of the Fèis to deal with registration assisted by the committee and to have a presence during the main week to co-ordinate and share the responsibilities for the smooth running of the week.
- Organising follow-on activities e.g. workshops to reinforce the skills taught at the annual Fèisean.
- Organising throughout the year if appropriate concerts, dances and other musical evenings or Fèis events.
- Assisting in the implementation of the Fèis Gaelic Development Plan.
- Any other reasonable duties in connection with the work of the Fèis.