



Registered charity number: 1161891
freerangeproject.org

FR 2023 job descriptions

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 - ◆ Charity Secretary
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NB: The roles of Finance Officer and Charity Secretary can be taken on by one person. Applications for both positions are welcome.

Timeline

For recruitment of **Charity Secretary, Finance Officer and Events Management Support:**

- 10/02/23
Deadline for applications
 - 13/02/23
Shortlisting
 - W/C 20/02/23
Online interviews over the course of this week
 - W/C 27/02/23
Successful applicants appointed
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Free Range staff list

Role	Person
Artistic Director	Sam Bailey
Directors of Free Women	Maurren Wolloshin / Anna Braithwaite
Directors of Free Range Orchestra	Sean Williams / Anna Braithwaite
Directors of Free Range Open Mic	Kat Peddie / Will Burroughs
Digital & Communications Officer	Matthew de Pulford
Designer	Ole Henriksen
Bid Writer	Oliver Carruthers
Finance Officer	
Charity Secretary	
Events assistant	
Accountancy	Spurling Cannon

Hours and rates of pay

Finance Officer

Fee (100 hours at £20 per hour (10 hours per month for 10 months)): £2,000

Charity Secretary (20 hours at £15 per hour (2 hours per month for 10 months)): £580



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Events management support / events assistant (80 hours at £15 per hour (20 events, 4 hours per event), plus 16 hours at £15 for 2 days of brochure distribution in East Kent: £1,440

Job descriptions:

Charity Secretary

This position attracts remuneration of £580. The work will take place between 1/3/23 and 29/2/24. Where the work takes place is flexible. This role will involve approximately 29 hrs at £20 per hour making a total fee of £580.

The main expectations of this role include:

- Organise four (online) board meetings per year (2hrs)
- Attend and write minutes for four board meetings (8hrs)
- Organise, attend and write minutes for any additional board meetings (3hrs)
- In liaison with the finance officer and the artistic director, prepare the Trustees Annual Report and accounts and submit these to the Charity Commission within deadline (8hrs)
- Liaise with and report to the finance officer, artistic director and chair of the board of trustees (6hrs)
- Update Free Range's account with the Charity Commission as required (2hrs)

The above are to be achieved through an understanding of the values and aims behind Free Range.

Person specification

Essential

- An appreciation and understanding of adventurousness in music and the creative arts
- An appreciation and understanding of what Free Range does and the values that underpin the charity's work
- Excellent organisational skills
- Excellent interpersonal relations



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- Experience of talking minutes (e.g. ability to take notes quickly and accurately)

Preferred

- Familiarity with the structures and processes of small arts organisations/charities
 - Being a creative practitioner (to help understand what Free Range does and why)
 - Interest in attending Free Range events
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Finance Officer

This position attracts remuneration of £2000. The work will take place between 1/3/23 and 29/2/24. Where the work takes place is flexible. This role will involve approximately 100 hrs at £20 per hour making a total fee of £2000.

The main expectations of this role include:

- Manage the day to day aspects of financial management for Free Range (including paying artists and staff, contract administration, keeping accurate records) (40hrs)
- prepare and present such additional reports as may reasonably be required by the artistic director or chair of trustees (e.g. contributing to Arts Council England bids) (9hrs)
- Liaising with artistic director (including weekly meetings) (20hrs)
- Liaising with accountants, charity secretary, chair of the board of trustees (10hrs)
- In liaison with the artistic director and charity secretary, prepare the Trustees Annual Report and accounts within deadline (5hrs)
- Learn how to use Xero accounting software (5hrs)
- Report to Trustees at board meetings 4 times per year (8hrs)
- Attend and report to any additional trustees meetings (3hrs)
- GIFT AID



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The above are to be achieved through an understanding of the values and aims behind Free Range.

Person specification

Essential

- An appreciation and understanding of adventurousness in music and the creative arts
- An understanding of what Free Range does and the values that underpin the charity's work
- Excellent interpersonal relations
- Proficiency with excel or similar spreadsheet software
- Willingness and ability to learn to use Xero accounting software

Preferred

- Being a creative practitioner (to help understand what Free Range does and why)
- Interest in attending Free Range events

Events Management Support

This position attracts remuneration of £1440. The work will take place between 23/3/22 and 23/11/23. Work will take place at Free Range events (eg. Fond Coffee, Fruitworks, Canterbury, CT1 2NP or Gulbenkian Arts Centre, University of Kent, CT2 7NZ). The role will involve approximately 96 hours at £15 per hour making a total of 1440

The main expectations of this role include:

- Providing support at 20 Free Range events in 2023. This support will include working alongside the artistic director and digital communications officer to provide:
 - live sound (e.g. setting up operating a PA)
 - basic technical support (e.g. projectors, lighting)
 - setting up a room (e.g. chairs, tables, layout)
 - helping artists load in and load out
 - gathering & keeping accurate records of audience data and donations



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- taking card payments for merchandise & donations
 - liaising with artists or venue staff
- Total of 80hrs (4 hrs per event for 20 events)
- Two days of brochure distribution around East Kent (e.g. Folkestone, Faversham, Whiststable, Margate, Ramsgate etc.). Access to a car or motorcycle will be essential (16hrs)

Training and responsibilities

Basic training and ongoing guidance for this role will be provided by the artistic director and digital communications officer at events. Successful applicants will not be left alone at an event, they will always be supporting, and be supported by, the artistic director or the digital communications officer.

The above are to be achieved through an understanding of the values and aims behind Free Range.

Person specification

Essential

- An appreciation and understanding of adventurousness in music and the creative arts
- An appreciation and understanding of what Free Range does and the values that underpin the charity's work
- A love of live music
- Excellent interpersonal relations
- Willingness to learn new skills and meet new people
- Punctuality

Preferred

- Experience of any of the following: live sound, stage management, music promotion, audio/visual technician, playing music
 - Being a creative practitioner (to help understand what Free Range does and why)
 - Interest in attending Free Range events
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How to apply

Please send a covering letter and your cv to
sam@freerangeprojects.org

Deadline for applications - 10/02/22