

FABRICA

Job Title	ADMINISTRATOR
Hours	Part-time, 4 days per week 30 hours per week / 7.5 hours per day (unpaid lunch breaks) Monday - Thursday
Salary	£26,539.50 FTE (£21,231.60 per annum pro rata)
Contract type	Permanent
Ideal start date	6 October 2025
Application deadline	5pm on Wednesday 10 September 2025
Interview date	Thursday 25 September 2025

Fabrica is seeking a dynamic, proactive and highly organised **Administrator** to join our small, friendly team. This is a key role at the heart of the organisation, ideal for someone who thrives on variety, loves problem-solving, thinks practically and brings structure and energy to everything they do.

About Fabrica:

Established in 1996, Fabrica is a contemporary arts organisation based in a Grade II* listed former chapel in central Brighton. We present a year-round programme of artist opportunities, public events, film screenings and creative community projects. Our venue also hosts private hires, cultural events that are presented in partnership, and office hire tenants.

About the role:

As Administrator, you'll be the first point of contact for staff, tenants, contractors, and the public. You'll oversee office systems, manage IT and service contracts, support financial administration, and ensure that our building is safe, secure and well-maintained. You'll also help deliver internal meetings, respond to office hire enquiries, and maintain accurate records for reporting to our funders and stakeholders.

Health and Safety is a key part of the role: you'll lead on in-house training, oversee risk assessments and emergency planning, and ensure all legal requirements and procedures are followed. You'll work closely with the Co-Directors, Office & Communications Co-ordinator, and other staff to ensure that Fabrica remains a welcoming, safe and well-run environment for artists, clients, and visitors.

Financial administration is another aspect of the role. Working with the Finance Manager, you'll input income and outgoings using QuickBooks, support invoicing and petty cash, and assist with VAT returns and audits. The successful candidate will be supported to complete the AAT qualification within the first 18 months, with course fees and time off to study covered by Fabrica.

This is a hands-on, behind-the-scenes role ideal for someone who enjoys providing excellent support for Fabrica's small team and who thrives in a structured but creative workplace. You'll need strong attention to detail, good communication skills, and a willingness to take on responsibility across a range of administrative and operational tasks.

If you're ready to contribute to Fabrica's operation as a respected arts organisation and unique venue, we'd love to hear from you.

Purpose of the role:

The Administration Team, comprising the Administrator and the Office & Communications Co-ordinator, is the operational hub of Fabrica: ensuring the office and building run smoothly and safely; maintaining and developing the administrative systems necessary for evidencing our work to stakeholders and statutory bodies; and in being the first point of contact for Fabrica's staff and tenants, contractors, service providers and our clients, partners and public.

The Administrator is responsible for ensuring Fabrica's office and building are run smoothly, efficiently and in a way that is compliant with legislation. Working in tandem with the Office & Communications Co-ordinator, the Administrator manages the Fabrica office, ensuring it runs effectively and efficiently.

Together with a Co-Director and a named Trustee, the Administrator also manages the safety and security of the building and leads on Fabrica's IT systems, ensuring any maintenance is dealt with effectively and IT systems are working efficiently, and working with external contractors where necessary. The Administrator ensures that Health & Safety, policies and procedures are implemented effectively, and that staff, volunteers and freelancers are appropriately trained and compliant in relevant areas.

The Administrator will normally spend 3 days per week in the Reception Office, which involves being the first point of contact for staff, telephone and email enquiries and deliveries. The remaining hours are to be spent supporting the Finance Manager, processing income and outgoings.

The Administrator is responsible for capturing organisational data for reporting purposes to Fabrica's main funders/stakeholders, including event attendance and environmental performance data.

Hours of work:

Normal hours of work will be 30 hours per week. This is an office-based role, which does not offer the opportunity for homeworking, except in exceptional circumstances. You will be expected to be at Fabrica Monday-Wednesday (9am-5.30pm with an unpaid hour off for lunch) and on Thursdays which has more flexible working hours. You may occasionally be required to work longer hours as necessary or appropriate for you to carry out your duties. No overtime is paid but time off in lieu may be taken with agreement.

Reporting and line management:

The Administrator is managed by one of Fabrica's Co-Directors. Management meetings occur on a monthly basis or more frequently if necessary. Staff appraisals take place on either an annual or quarterly basis. For the bookkeeping aspect of the role the Administrator is supervised by the Finance Manager.

The Administrator is the line manager for the Cleaner (12hrs per week) and Office & Communications Co-ordinator (30hrs per week).

KEY TASKS

Office management and general administration:

- Ensuring the office environment is well presented, that answerphone messages are kept up to date, post is dealt with, key information is updated and displayed.
- Ensuring that administrative systems are reviewed regularly and run effectively, e.g. server, operation manuals, files, balcony archive, key safe etc.
- Ensuring IT systems run effectively, including updates to hardware and software. Liaising with external IT support contractors where required
- With the Office & Communications Co-ordinator, providing support to the Co-Directors including expense

claims etc.

- With the Office & Communications Co-ordinator, setting up the gallery/other spaces for meetings (e.g. Board meetings; team-building events, staff meetings, etc.)
- Carrying out all necessary purchasing for the organisation, ensuring the office is well stocked with kitchen, cleaning and stationery supplies, events equipment, etc.
- Ensuring photocopier is maintained, supplied and working correctly
- Working with the Co-Director, ensuring that service contracts, utilities and suppliers are reviewed regularly, and savings on overheads are made wherever possible
- Ensuring that the Office & Communications Co-ordinator, Cleaner and office placements/volunteers carry out their duties effectively including petty cash reconciliation, support with Fabrica's database and other administrative support where required
- Maintaining office calendars, ensuring paper and digital calendars are up to date
- Manage building security, including keys and staff briefings on locking up procedures
- Supporting event bookings including registrations and payments
- Recording data for reporting purposes, including event bookings and environmental performance
- Preparing exhibition/event evaluations; archiving exhibition materials and maintaining press archive folder
- Managing office recycling
- Managing staff meetings
- Working with the Co-Directors, Trustees and Fabrica staff to review, update and sign off Fabrica's suite of organisational policies in line with the established review dates.
- Being the initial point of contact and liaison for office hire enquiries, sales and tenants.

Building management (This is a co-ordinating role for the Co-Director and a named Trustee who are the responsible parties for the organization, with progress reviewed at annual and monthly meetings):

- Carrying out regular checks of the building, noting any current and impending repair requirements. This role will need to access all areas of the building, parts of which are only accessible via stairs.
- Managing the renewal of and compliance with all site licenses including PRS, PPL, Premises License.
- Ensuring the building is a safe and accessible environment with correct lighting, signage, and disability access
Instructing contractors to carry out routine service/maintenance and ad-hoc repairs, ensuring that Fabrica's procurement policy is adhered to
- Ensuring that information in the building/operations manual is kept up to date and that staff are kept informed of key information relating to the building
- Planning for routine and cyclical repairs
- Providing additional support to the delivery of capital projects where required

Health & Safety:

- Inducting staff and tenants on Fabrica's Health & Safety procedures and leading on providing Fabrica's in house H&S training
- Ensuring that Fabrica is compliant with relevant safety legislation e.g. gas safety, fire regulations etc. Ensuring accident reporting is carried out in accordance with Fabrica's policies
- Overseeing the production and implementation of Risk Assessments in accordance to Fabrica's policies
Ensuring that staff and freelancers are adequately trained on Health & Safety depending on their roles, including arranging external training where required
- Drafting and updating emergency plans and evacuation procedures
- Carrying out weekly fire alarm checks and regular fire drills

Financial administration (bookkeeping):

- Inputting income and outgoings using QuickBooks, ensuring that expenses, income and VAT are recorded accurately.
- Petty cash coordination, documentation and reconciliation.
- Co-ordination of receivables from creating invoices to recording when paid and liaising with third parties when overdue. This includes monthly invoicing to tenants.

- Assisting with the quarterly VAT return.
- Assisting with the annual audit.
- Periodic review of budget headings, adding and removing from QuickBooks when required.
- Updating internal spreadsheets, which monitor cash flow.
- Filing, archiving, and shredding financial documents.
- Making direct payments via debit card on behalf of other staff members.
- Updating Fixed Asset Register when required.
- Assisting the Finance Manager with additional tasks when required.

The successful candidate will be expected to undertake study towards achieving the AAT qualification during the first 18 months of undertaking the role. Course fees and time to attend the course will be covered by Fabrica.

Personal specification:

Proactive. Organised. Thorough. Team worker. Good people skills, and a genuine interest in people. Ability to prioritise.

Essential knowledge, skills and experience:

- Good verbal and written communicator
- Competency across Microsoft 365 and Google programmes
- Good organisational skills
- Good customer service skills
- People Management Skills
- Experience of working well with a range of people in a busy environment
- At least one year's experience working in an office
- Some knowledge of Health & Safety
- Some experience of working with contractors

Desirable skills:

- Experience of managing premises
- Experience of ordering goods and managing office inventories
- Experience of working on Quickbooks and/or financial administration. Please provide details about any qualifications you have in financial administration/bookkeeping.
- An interest and/or knowledge of the arts, especially the visual arts
- Fluency in another language
- Current driving license

Salary

£13.61 per hour / £21,231.60 pro rata (£26,539.50 Gross full-time equivalent)

Working days

4 days / 30 hours per week with some flexible working expected

Annual leave is 0.4 equivalent to 25 days annual leave per annum plus bank holidays full-time.

For instance, in 2025-26; 25 days annual leave plus 8 Bank Holidays = 33 days annual leave full time. 0.4 of this is 26.4 days annual leave.

Up to one week's hours of unspent annual leave can be carried over to the following year, with a three-month deadline to use it.

Notice and Probation

Permanent contract subject to a three-month probationary period

Minimum of two-months' notice period

Training & professional development

The successful candidate will be expected to undertake study towards achieving the AAT qualification during the first 18 months of undertaking the role. Course fees and time to attend the course will be covered by Fabrica.

To Apply

Applications must be made by email prior to the **deadline of 5pm, Wednesday 10 September 2025**

Please complete the [online form](#) available on our website: (fabrica.org.uk/jobs) and attach the following:

1. An application letter no longer than three sides of A4. This should include responses that link your skills and experience to the key tasks in the role:

- Office management and general administration
- Building management
- Health & safety
- Financial administration (bookkeeping)

2. A relevant CV that includes two references (or able to provide two references on request)

3. A completed anonymous Equality and Monitoring Form (this can be found via a link provided on the website vacancy listing). These are optional but are important in developing a better understanding of our recruitment processes.

Interviews will take place in person on Thursday 25 September 2025. Shortlisted applicants **must** be available for interview on this date. A short, written test will take place as part of the interview.

Shortlisted applicants will be notified by 5pm on Monday 15 September at the latest. We will email in the first instance to arrange an interview time.

Fabrica is a disability-inclusive employer. We welcome applications from people with disabilities, including those with neurodivergence, mental health or long-term health conditions. The building is Grade 2 listed, does not have a lift and parts of it may only be accessed via stairs. Please contact office@fabrica.org.uk if you need any adjustments for the recruitment process. Any information you provide will be in the strictest confidence and only used for the purpose of providing the adjustments needed. Requesting adjustments will not adversely affect the outcome of your application.

For more information on Fabrica's venue accessibility, see our website fabrica.org.uk/accessibility

If you have any further questions regarding this role, please email office@fabrica.org.uk or call 01273 778646.