

Looping the Loop CIC
42 Camden Square
Ramsgate CT11 8HS

www.loopingtheloop.org
loopingthanet@gmail.com



ADMINISTRATOR JOB DESCRIPTION

The role:

To provide essential administrative skills to the organisation and its Directors, thereby helping in the development of the organisation and in maintaining the overall good practice we need to operate effectively, safely and creatively.

The Administrator will support the Directors Ellie Jones and Suzy Humphries in the day-to-day operation of Looping the Loop. The Administrator will also support if necessary the Project Managers and other creative people who develop and deliver our work.

In the 6 months up to March 2026, the company expects to deliver:

Ongoing	Thanet Youth Theatre weekly in term times
Oct-Nov 2025	Puppet-making workshops across Thanet
Nov 2025	Making More Waves artist and community development festival
Jan-Mar 2026	Social Singing workshops
Jan-Mar 2026	Community play development programme

Main duties:

1. Develop and maintain the company's contact database
2. Manage the company's calendar and deadlines
3. Manage day-to-day messaging, responses and forward actions from emails and social media requests/opportunities
4. Manage and send out the regular company newsletter, with the support of the Directors
5. Support and contribute to the Thanet Youth Theatre administration
6. Work with Ellie Jones to streamline and process invoices and payments
7. Support the marketing and development of LTL and its projects with the Directors, Marketing lead and project managers
8. Develop and maintain a database of volunteers
9. Ensure deadlines for the company's legal requirements are met eg for renewals of insurances, DBS, Companies House etc
10. Support Fundraising by researching and recording potential organisations and deadlines

Any other duties as required by Looping the Loop in line with the successful delivery of the projects

Fee: Company rate @£150 per day
Total days: 30 days from October 2025 to February 2026
Total fee: £4500

Person Specification – Knowledge, skills and attributes

Essential Requirements

1. Share our commitment to inclusive theatre and the involvement of local people in the making of new works.
2. Extensive experience in a leading Administration role.
3. A strong understanding of equal opportunities and diversity.
4. Numerate with good management and finance understanding.
5. Excellent written English and strong skills in spelling, punctuation.
6. Good organisational skills, with strong attention to detail.
7. An ability to successfully manage multiple tasks at the same time, prioritising as appropriate.
8. Good interpersonal and communication skills, with the ability to communicate with a variety of different stakeholders, including local authorities, residents, volunteers, local groups, professional organisations and creative practitioners.
9. Ability to be a self-starter, confident in managing your time without the need for much external guidance.
10. Strong IT skills and experience using communication packages eg: Mailchimp, Canva (or similar facilities).
11. Hard-working, reliable and professional, able to manage a varied workload, working well both as part of a team and alone.
12. Willing to work in different environments, from home-based to joint working in an office/work space.
13. A good understanding of company confidentiality.

Desirable Requirements

- Marketing knowledge including copywriting and design-proofing.
- A good knowledge of Thanet's community and the key partners, venues, festivals and community organisations making a difference.
- Experience working with artists and performers.
- Comfortable working alongside and with people of all differences.



APPLICATION INFORMATION

ADMINISTRATOR POST - OCTOBER 2025

When you apply for our post, please read the job description and ensure that you include in your application letter:

- Previous experience/s which support the role
- Your availability eg which days per week, any periods you cannot work
- Your needs in terms of flexible working - do you prefer a regular day/day+ each week, with regular hours or do you need/prefer a different structure
- Any access needs

Applications need to be received by Monday 13 October 2025.

Please submit by email to: loopingthanet@gmail.com

Interviews will be on Wednesday 15th and/or Friday 17th October.

We are looking for a new team member who can begin working with us by the end of October.

We will be collecting anonymous equal opportunities data about applicants for this job to help us in our aim to combat inequality.

Thank you!

Ellie Jones & Suzy Humphries
Looping the Loop CIC