MARLOWE THEATRE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	L&P Administrator
Reports to	L&P Director
Grade	M
DBS	Basic

JOB PURPOSE
To coordinate the day-to-day needs of the Learning & Participation Department, providing administrative support to the team, across our work with Young People, Education and Community and Public Programming.

PRINCIPAL ACCOUNTABILITIES

- To support L&P Director and L&P team with general admin tasks, such as scheduling, arranging and minuting meetings, booking spaces and resources and liaising with the Operations Team.
- Using systems such as Artifax and Spektrix.
- To support the L&P team with practitioner and participant on-boarding and communication.
- To support with freelance practitioner contract writing and liaise with HR for DBS.
- Support the collation and sharing of essential project information such as session schedules, plans, risk assessments and access needs as needed.
- To support the L&P team with internal and external communications.
- To be the point of contact for organising department and cross department meetings.
- Representing L&P at weekly Operations meetings and reporting back.
- To support the L&P team and Box office with fees reconciliation.

- To support the L&P team with payroll timesheets and invoices by ensuring timely and accurate processing.
- To support the L&P team with monitoring, data collection and evidence for evaluation and project reporting.
- To support the coordination, planning and scheduling of the department's work experience placement activity and programmes. Liaise with Director of Vocational Strategy, Training & Development Coordinator and the students.
- To review admin processes and continuously contribute to the development of, and improvement of these.
- To ensure compliance with the Marlowe trust policies and procedures so the trust is fulfilling its obligations.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To support child and vulnerable adult safeguarding within the Marlowe Trust.
- To drive your own career and skills development, making the most of the opportunities available to you.
- To live and represent the Marlowe Theatre's values.

REQUIRED ATTRIBUTES	
Required Qualities	The Marlowe theatre's core values are: **SUPPORTIVE & COLLABORATIVE** Working together with kindness, compassion and mutual understanding. **AUTHENTIC & INCLUSIVE** Diversity is our strength and we thrive through truth and connection. **CREATIVE & AMBITIOUS** We embrace opportunities with imagination and purpose. We actively seek to represent the diversity of our society. To live our values, our L&P Administrator should be: • A great communicator • Organised and efficient • Resilient and Resourceful • Rigorous and detail orientated

	• A problem solver willing to use own initiative • A collaborative and proactive team player
Knowledge	• Good knowledge of administrative practices • Some knowledge of relevant legislation and regulations, in particular Data Protection Act 2018 and the Data (Use and Access) Act 2025 • An interest in theatre or the Participatory arts • An interest in creating safe spaces for participants, or a willingness to learn
Skills	• Good written and verbal communication skills – including being able to express information in accessible ways to people from a wide range of backgrounds and lived-experiences. • Good level of administration skills • Good numeracy, literacy and computer skills • Good interpersonal skills • The ability to adapt and work on own initiative • The ability to plan and priorities tasks
Experience	• Experience working in administration, ideally in an operational environment. • Good experience of different software systems • Some experience of basic finance systems and software
Qualifications	• Willingness to complete job and e-learning training

JOB DIMENSIONS	
Annual budgetary amounts	n/a
Number of staff reporting to the job holder	n/a

Any other relevant statistics/information	This role requires the postholder to undergo a Basic DBS check.
WORKING ENVIRONMENT	

The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe Theatre's performances and creative sessions happen mostly in the evenings and at weekends. To deliver the best service to our customers, all our posts, whether frontline, strategic, planning or support roles, require some evening and weekend work.

ORGANISATION CHART
See attached

October 2026