



Company Administrator

Application Pack 2026

Thank you for your interest in the role of Company Administrator at The Javaad Alipoor Company.

This pack contains:

- Information about the company
- How to apply
- Job description
- Summary of terms

If you would like this document in a different format, please contact recruitment@javaadalipoor.co.uk.

THE JAVAAD ALIPOOR COMPANY

The Javaad Alipoor Company (TJAC) creates powerful multi-platform theatre that explores the intersection of politics and technology in the contemporary world.

Founded in 2017 by Javaad Alipoor, a Bradford-born and Manchester-based artist, writer, director, actor and political activist – TJAC are committed to making new work with extraordinary artists for diverse audiences and communities across the North West and internationally.

An NPO since 2023, we aim to scale up our ambition, building on the DNA of our company to push at the limits of our award winning and innovative signature work. We'll create space to empower and develop young artists, build new audiences and pioneer new ways of making and distributing work. In 2026 we are planning a UK tour, an artistic commission, community projects across Greater Manchester, and building on our international partnerships to create new work and grow TJAC's community across the UK and internationally – ultimately we will mean more to more people.

Please read our manifesto to find out more: <https://javaadalipoor.co.uk/manifesto/>

The Javaad Alipoor Company is led by Artistic Director, Javaad Alipoor. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

DIVERSITY & INCLUSION

As a company lead by a British-Iranian Director, we are passionate about diversity and we are committed to building a team that fairly represents our audiences and collaborators, at this crucial moment in the company's development.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

If you are from an ethnic background underrepresented in our sector or have a disability and can demonstrate you meet the essential criteria, we can guarantee you will be invited for interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

ROLE SUMMARY

Responsible to: Executive Director

The Company Administrator is a central role at The Javaad Alipoor Company, supporting the team at an exciting moment in the company's growth.

This role is accountable for management of the office and company, supporting production administration across theatrical projects and events, and Executive administration for the Senior Management team.

KEY RESPONSIBILITIES

Office & Company Management

- Act as Office Manager, supporting and maintaining all aspects of the smooth running of the office, including maintaining the office and arranging necessary repairs, printing, post, stationary orders and managing the asset sheet and inventory.
- Be key liaison with building manager and be responsible for office / building access, fire safety and first aid.
- Lead on ensuring all company filing is up to date including: policies, certification, subscriptions and insurance.
- Support recruitment and lead on onboarding new staff members.
- Schedule Board Meetings, draft agenda for sign off, be responsible for the minutes and support the Executive Director with the preparation of the board papers.
- Plan and deliver company events, including the Christmas party.
- Always look for the best deal when making purchases on behalf of the company, working to budget.
- Manage and administrate the company calendar and communications calendar.
- Review and maintain an up-to-date contact database.
- Undertake any additional tasks as may be required by the team.

Finance

- Collate all credit card receipts and undertake monthly credit card reconciliation, working closely with the Financial Management team.
- Work with the Senior Management and Producing team to identify opportunities for fundraising, undertaking regular research and keeping the funding tracker up to date.
- Support the team with petty cash and expense filings where required.

Assistant Producing

- Support the Producer(s) to deliver projects through project research, securing rehearsal rooms, liaising with key stakeholders and supporting budget and schedule management.

- Lead on travel and accommodation: including booking cast and company travel and accommodation, managing visa applications where required, and being key point of liaison for artists and guests.
- Lead on managing guest lists for projects and events, including liaising directly with the box office and managing complimentary tickets.
- Manage storage inventory in liaison with Company Stage Manager, Producer and Executive Director, ensure inventory is up to date and stored items are well maintained.
- Work with marketing officer to support project content creation, acting as liaison with artists or photographers where required.
- On occasion act as first point of contact for the company, including with artists and partners.

Executive Administrator

- Administrative support for the Artistic Director / CEO, including but not limited to: managing and maintaining their diary, processing expenses and receipts, identifying and booking meeting rooms in line with budget as required, assisting with visas and booking travel and accommodation to attend meetings, conferences, talks and events.
- Administrative support for the Executive Director where required with regards to booking meetings and managing receipts.

PERSON SPECIFICATION

You will be resilient, self-assured and proactive. A detailed thinker, highly organised, with excellent communication skills. You will be confident working both independently and as part of a team, and will have experience managing a busy office.

You will bring a positive energy to your work with a supportive and caring approach.

Skills & Attributes

- Confident communication skills and a willingness to adapt to suit a range of people and challenges.
- A rigorous attention to accuracy and detail, and a mind for numbers.
- Excellent time management skills and ability to manage workload effectively.
- Excellent organisational skills, with a proactive approach to completing tasks.
- Self-motivated with a positive can-do attitude and ability to work independently.
- Good numeracy skills and ability to translate financial information.
- Great interpersonal skills and a proven ability to work with people from a wide variety of backgrounds.
- Resilient and able to adapt and respond to changing circumstances and work through problems methodically & practically, asking for help when needed.
- Logical, practical, and resourceful.

Knowledge & Experience

Essential

- A minimum of 3 years administrator / office management experience for a fast-paced small company or team, preferably in the Arts.
- Demonstrable experience of meeting competing deadlines and juggling tasks effectively
- Experience of managing complex schedules and diaries.
- Experience of minute-taking and agenda setting
- Proven ability to research and successfully negotiate with suppliers to get the best possible deal for the company.
- IT literate, with a good working knowledge of Microsoft Office packages and sharepoint.

Desirable

- First Aid trained
- Experience working with Xero and other financial packages
- Experience of applying for US or other visas
- Experience managing events
- Knowledge of compliance and policy

SUMMARY OF TERMS

SALARY: £30,000 per annum

CONTRACT: Fixed Term Rolling contract, 2 years.

ANNUAL LEAVE: 25 days holiday per annum pro rata + UK bank holidays. (Holiday year runs 1st April to 31st March).

PENSION: 3% employer contribution, after probation.

WORKING HOURS: Standard 40 hours (inc. lunch break) per week (usual office hours 10am-6pm). Due to the nature of the role, evening or weekend work may be required.

PROBATION: Three months, during which either party may terminate the contract with 2 week's notice.

NOTICE PERIOD: Two months following the successful completion of the probation period.

PLACE OF WORK: This is a Manchester-based role.

HOW TO APPLY

If you wish to apply for the position, please provide the following information by **9am, Monday 16 February 2026**:

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form. Completion of the form is optional and will be kept separate from your application. It will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by The Javaad Alipoor Company to better understand our reach and help improve future recruitment.

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Company Administrator' in the subject line to recruitment@javaadalipoor.co.uk.

RECRUITMENT TIMELINE

Application Deadline: **9am, Monday 16 February 2026**

Interviews

First round: **20 February 2026**

Second round: **w/c 23 February 2026**

Contract commences: As soon as possible.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. The Javaad Alipoor Company welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.

