



A PÚCA BELL IS SAID TO RING WHEN A PÚCA IS LISTENING

A LOST TREASURE? FOUND INSIDE A PÚCA BOOK IN 1927

# FOLKLORE

## MARKS OF THE PÚCA...

Strange animal prints, or scratched and bitten fruit could mean that a Púca has been about. A nest made from twigs and willow is a sure sign that a Púca has been sleeping there, check inside for their stash of treasure. Any mysteriously moved items or 'disappeared' possessions could also be blamed on a Púca.

THE MARKS OF THE PÚCA

Una Marson (1905-1963) was a Jamaican-born writer and producer who established her own BBC radio program, Caribbean Voices. The programme became crucial in showcasing Caribbean writing internationally and undoubtedly acted as a precursor for many well-known contemporary Caribbean writers.



Una Marson at the BBC

This Saxophone reed was a memento given by swing musician Ken Johnson to Marson, on her first interview with him. Marson cherished the item assiduously, finally bringing possession, as Kennedy said Johnson would be killed in an air crash at Cala de Paris, London when a bomb fell through the ventilation system during a German raid on May 1941.

# PUNCHDRUNK ENRICHMENT COMPANY CO-ORDINATOR

## JOB PACK

January 2022

If you would like this Job Pack in a different format please call **020 7655 0940** and leave a message for a callback or email [recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk). We welcome potential candidates contacting us for a conversation.



Photo: Stephen Dobbie

## ABOUT PUNCHDRUNK ENRICHMENT

**Punchdrunk Enrichment is a charity that creates transformational theatre for education, community and family audiences. Our work makes a powerful impact and takes you on an unforgettable journey.**

Originally founded in 2000 by Felix Barrett, Punchdrunk are celebrated as pioneers of a new form of theatre in which roaming audiences experience epic storytelling inside sensory theatrical worlds. The company created award-winning shows including *Sleep No More*, *Masque of the Red Death* and *Faust*.

In 2008 a founding company member, Peter Higgin established Punchdrunk Enrichment to take the company's innovative practice into communities and schools, creating performances and workshops with and for children, young people, families and communities.

Today Punchdrunk Enrichment is an independent charity dedicated to creating experiences for as wide an audience as possible.

### What we do

Our programme includes installation projects for whole primary schools such as [\*The Lost Lending Library\*](#), along with teacher-led adventures including [\*A Small Tale\*](#) for years 1-4, [\*A Curious Quest\*](#) for the whole school and [\*The Vanishing Land\*](#) for Years 5 and 6.

We are committed to developing the creative practice of teachers in a sustainable way. A cohort of London teachers are part of the [\*Immersive Learning Collective\*](#), a three year programme exploring the application of Enrichment practice in school settings. In September 2021, [\*Immersive Learning Journeys\*](#), a three year programme supported by Paul Hamlyn Foundation began: delivering a range of projects to eight primary schools in the Royal Borough of Greenwich, enabling the company to assess the impact of immersive experiences in education over the longer term.

Past projects include [\*The Wild Visitor\*](#) and [\*Our Home Story\*](#), digital experiences for children and their parents/carers, [\*Small Wonders\*](#), a production for 5-11 year olds and their families which was part of the programme for LIFT 2018 and Edinburgh International Children's Festival 2019, [\*Against Captain's Orders\*](#), a family show created in partnership with the National Maritime Museum and [\*Greenhive Green\*](#), which took place in a care home for older people including those with dementia.

We are committed to developing the next generation of theatre-makers. Our Talent Development programme includes opportunities for students to get insights to our practice and for young people not in education, employment or training to try their hand at backstage roles.

We also offer a masterclass programme for individuals and corporates, and offer workshops in secondary schools.

Please visit [punchdrunkenrichment.org.uk](http://punchdrunkenrichment.org.uk) for further information about our work.

***“This project has been transformative! The children have been buzzing in a world of magic and fascination for the past three weeks. Our school will not be the same without it. Stunning and inspiring!”***

Headteacher, Linton Mead Primary School on *The Lost Lending Library*

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## COMPANY CO-ORDINATOR

### Role Summary

We are seeking a Company Coordinator to join the Punchdrunk Enrichment team. The right candidate will have a proactive attitude, strong communication skills and a passion for organisation and accuracy.

The Company Coordinator role is pivotal to the effective running of the organisation. They are responsible for co-ordinating the smooth running of the premises, office systems, and key teams. The candidate will be proactive, unphased by a diverse and wide-reaching work load and comfortable forming relationships with a range of contractors and suppliers.

**Responsible to:** Head of Finance and Operations.



Photo: Stephen Dobbie

# RESPONSIBILITIES

## Company Co-ordination

- To act as a welcoming and helpful first point of contact for all enquiries, by telephone and email
- To co-ordinate Board meetings, including scheduling, collation, distribution of papers, minuting the meeting, purchase and preparation of refreshments and welcoming guests
- To be responsible for taking company meeting minutes and circulating to the team
- To arrange couriers and other deliveries as necessary
- To liaise with suppliers and visitors as appropriate
- To support the Head of Finance and Operations in preparation of reports to Arts Council England, other funders, Companies House and the Charity Commission
- To assist the Head of Finance and Operations with gathering and submitting all relevant data for ACE payment triggers and annual returns
- To manage the company inventory log
- To support with enabling clear and sufficient communication amongst the staff team, including the sharing of calendars, managing the company diary and regular updating of shared information including the Punchdrunk Enrichment planner
- To manage and maintain the company's filing and archiving systems, both digital and paper
- To be responsible for the day-to-day maintenance of the company's IT and telephone resources. To include ongoing Google server management, keeping shared information up to date, and acting as a support for any server issues.
- To ensure all staff are fully inducted in the use of the shared Google Drive and are utilizing it correctly

## HR Administration

- To lead on all new starter inductions ensuring all systems and equipment in place
- To lead on the administration of Punchdrunk Enrichment's recruitment processes
- To support the Head of Finance and Operations with updating and monitoring of permanent staff contracts and to keep the company's HR system (Breathe HR) up to date
- To process DBS checks for office and freelance staff as required
- To work in collaboration with the Head of Finance and Operations to maintain and review Punchdrunk Enrichment's Staff Handbook and Policy Handbook

## Finance

- To lead on the management of the core office overheads budget as set in collaboration with the Head of Finance and Operations

- To provide regular and consistent finance support to the Finance Department as and when required

## Data Management

- To support project teams to ensure all data and feedback is collated and filed in an accessible location
- To ensure data collection adheres to and supports Arts Council England funding requirements
- To support the Data Protection Officer in maintaining compliance with Data Protection legislation
- To be responsible for the maintenance of the Office and Administration suppliers and contractor details held in the company's database (Raiser's Edge)

## Office Management

- To be responsible for general office management including opening and distributing mail, general housekeeping, monitoring and ordering stationery supplies and consumables when running low

## Store and Van Management

- To work with Punchdrunk Enrichment's Production Manager to manage the core store and van budgets
- To look after the company van, responsibilities include;
  - General upkeep (tax, MOT, servicing, parking, congestion charge, investigating and dealing with penalty notices, general maintenance/cleaning);
- To work with Punchdrunk Enrichment's Production Manager and Head of Finance and Operations to manage Punchdrunk Enrichment's store, responsibilities include;
  - General upkeep of the store (lease and rental contracts, booking schedules, policies and procedures, inducting visitors / users, maintenance, PAT testing, health & safety and communicating with all users).

## Project / Production Support

- To support the Head of Finance and Operations with project administration as required (e.g. office relocation)
- To provide ad hoc assistance with project administration as required by project Producers/ Project Managers
- To support the production team organising travel, transport and logistics for projects, where required
- To attend, open and close the store to support the running of projects, where required

## General Duties

- To play an active part in development, promotion and implementation of company policies and staff handbook
- To represent and advocate for the company across meetings, events, productions, presentations and workshops
- Full participation in company activities, meetings and processes
- To act at all times in the best interests of the Punchdrunk Enrichment
- To be an enthusiastic advocate of Punchdrunk Enrichment and have a thorough understanding of the company's mission, vision and aims

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# PERSON SPECIFICATION

## Knowledge and Experience

### Essential

- Minimum two years of administrative or project coordination experience
- Experience of databases, information gathering, organisation and dissemination
- Proven ability to deal with multiple work-streams with a range of deadlines
- Proven experience of setting up and maintaining office systems
- Experience of managing suppliers and contractors
- IT literate, with a good working knowledge of Microsoft Office packages and G-Drive

### Desirable

- Experience of working with Executive and Charity/ Company Boards of Trustees
- Proven experience in implementing HR processes
- Experience of managing budgets
- Proven track record of managing a range of relationships: pro-actively keeping relevant stakeholders informed
- Clean drivers license

## Skills and Attributes

### Essential

- A keen interest in the arts
- Manages time and workload effectively, willing to ask for help when needed
- Willingly shares ideas, resources and information with others
- Excellent and confident communication skills with great attention to detail
- Excellent organisational and administrative skills
- Ability to work quickly, methodically and accurately, and to problem solve proactively and creatively
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
- Self-motivated and able to use initiative
- Commitment to diversity and inclusion and creating an equal opportunities workplace
- Commitment to anti-racism



Photo: Stephen Dobbie

Punchdrunk Enrichment is a charity (no: 1113741). The name "Punchdrunk" is the registered trademark of Punchdrunk and is used under licence.

# NOTES

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and line manager from time to time.

We welcome conversations about the role, please contact us on **020 7655 0940** or email

[recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk).

Additionally, we will hold an online information session for anyone who is interested in applying to this role, to share more information about our work and answer any questions. Attendance is optional and will not impact on shortlisting. The webinar will be held on **Thursday 27th January at 11am**, attendees are welcome to remain anonymous throughout the session.

Meeting link below:

[pde.webinargeek.com/punchdrunk-enrichment-project-coordinator-information-session/join/rhwo9b0c](https://pde.webinargeek.com/punchdrunk-enrichment-project-coordinator-information-session/join/rhwo9b0c)

## COMPANY BENEFITS (post probation)

- Access to training and development opportunities
- Optional twice weekly bootcamp sessions, at a subsidised rate

## SUMMARY OF TERMS

<b>Salary:</b>	£25,000
<b>Contract:</b>	Full Time, fixed-term one year. Flexible working, currently Tuesdays and Wednesdays in the office mandatory. In line with current government guidance, all Punchdrunk Enrichment staff are currently working from home.
<b>Annual Leave:</b>	25 days holiday per annum, rising to a maximum of 30 days for every year worked + UK bank holidays (Holiday year runs 1 April to 31 March)
<b>Pension:</b>	5% employer contribution, following completion of probation period
<b>Working hours:</b>	Standard 40 hours (including lunch break) per week Monday to Friday (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required for which TOIL will be available
<b>Probation period:</b>	Two months, during which either party may terminate the contract with four weeks' notice. Notice period is three months following the successful completion of the probation period.
<b>Place of work:</b>	Punchdrunk Enrichment's office is currently in Rich Mix, East London.

# HOW TO APPLY

If you wish to apply for the position, please provide the following information by **Thursday 10th February 2022** at **9am**.

- A comprehensive CV
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your past experience matches the job description and person specification
- [A completed equal opportunities form](#)

Applicants should 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 a second interview, prior to making an offer. 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 Coordinator**' in the subject line to [recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk).

Shortlisted candidates will be notified by the end of the day on **Friday 11th February**, if they will be invited to a first interview on **Wednesday 16th February**. Second round interviews will take place on **Monday 21st February**. Please notify us if you cannot attend the specified interview date at the time you submit your application.

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

As an Equal Opportunities Employer, Punchdrunk Enrichment 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.

Please complete a short online equal opportunities monitoring form, accessible [here](#).

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy and destroyed after six months. We will keep your equal opportunities form for a period of six 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.



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