

KMT

KMT and May Project Gardens



JOB DESCRIPTION

Admin and Bookings Coordinator



Our Story

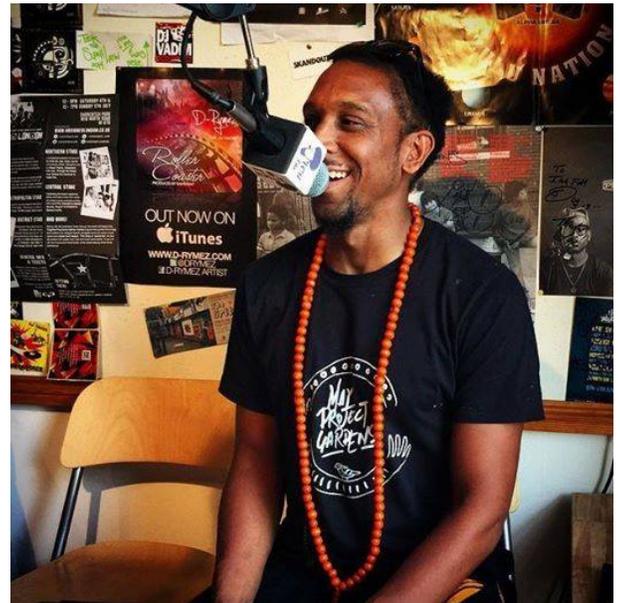
About KMT

KMT (Ian) has over 20 years of leading positive social change and raising awareness for a multitude of social issues through the powerful words and rhythms of Hip Hop music and a non-exhaustive passion for the environment and conservation.

With reverence to his ancestral homeland, he chose the name KMT, an abbreviation for Kemit, now known as Egypt, to indicate the progressive nature of his indigenous ancestors. His birthplace historical South London provides much of the inspiration that galvanises his vision for an inclusive and creative future within a city landscape.

KMT combines his love for music and love for nature; grounded in a deep respect for the beauty and abundance of Pachamama (Mother Earth), issues of global food security and local food growing systems, to entertain and educate. Examples weave together to form the rich tapestry that is the community-led food growing space May Project Gardens which he designed using permaculture principles. Here he mentors young people, nurturing ideas and fueling passions through music and a connection to the environment, through a 6 month leadership programme, Hip Hop Gardens.

KMT also loves to educate people about dyslexia, as this is a difficulty he himself has. But he likes to focus on the strengths that dyslexia has brought him, making him a creative thinker and problem solver.



About May Project Gardens

[May Project Gardens](#) is an award-winning CIC addressing poverty, disempowerment, and access to resources and influence. Using universally connective tools - nature, food, and the creative arts - we work with marginalised groups, mostly young people, people of colour, and refugees, to create social change. Based in Morden, our community garden - built on permaculture principles behind a council house - makes environmentalism attainable and affordable for communities marginalised from mainstream environmental movements, due to race, income, exposure, or confidence.

Hip-Hop Garden is our flagship alternative educational programme founded by May Project Gardens Co-Director Ian Solomon-Kawall. Based on holistic healing for young people of colour, and refugees and asylum seekers, it uses Hip-Hop culture to transcend language and cultural barriers. It is delivered through five AQA accredited modules: Wellbeing, Food, Hip-Hop, Employment and Entrepreneurship, and Event Management. At the moment, the

programme spans two sites, May Project Gardens and Farm Road, a Morden-based football club with large indoor facilities.

About the position

This is an exciting opportunity for someone who wants to make the world a better place.

We are looking for a talented and passionate individual with a strong background in administration, bookings and customer service, ideally within a not-for-profit environment.

The primary aim of this role is to support the Director Ian Solomon-Kawall who is dyslexic. The role requires an organised, flexible team player with excellent communication, administrative skills plus skills and experience working with individuals who are dyslexic. The successful candidate will support the Director by reducing his administrative load by responding to emails, managing his diary and general administration tasks (imagine an admin Bodyguard).

The successful applicant will be required to gain an understanding of both KMT and MPG services and products with the view to be the first point of contact with new partners / funders etc.

We are looking for someone to support the overall operations of the organisation, both in terms of day to day backend tasks and to allow programmes to run smoothly. This could include research, website and social media updates, managing the online shop, responding to online donations, making purchases and other administrative tasks.

The individual will be required to compile and update our database of existing contacts and clients, assist the Director with proofreading and ensure his work is consistent over multiple platforms (e.g. written text) and consolidate or streamline communication platforms.

The Director requires systems to be created and monitored to improve communication, delegation of job responsibilities and ensure feedback is provided to the MPG Team at a pace that works for all parties, including the Director.



Job Title: Admin and Bookings Coordinator

Responsible to: CEO / MD

Salary: £15 per hour

Hours: 15hrs p/w across 3 - 4 days, with potential for extension

Contract: Freelance / Permanent - including a one month probation period to be reviewed.

Location: Mainly working remotely and occasional travel to the site in Morden and venues across the UK.

Key Responsibilities

Admin

As the venture's sole administration, you'll work creatively and with autonomy to develop new initiatives, working closely with the Director/CEO to develop a smooth administration process to assist the organisation during its period of growth.

The individual will be required to perform clerical duties, manage workflow, schedule appointments and serve as the main point of contact for the organisation.



Typical administration responsibilities include:

- Serving as the main point of contact
- Scheduling meetings and travel
- Answering calls and correspondences
- Ensuring deadlines are met
- Acting as a liaison between other professionals in the office
- Creating a general workflow
- Maintaining office supplies
- Enforcing office protocols and policies
- Answering calls and other receptionist duties

Bookings

Typical booking responsibilities include:

- Create systems of booking or providing information to assist the Director overcome some of the barriers faced by having dyslexia i.e sending voice notes, emails highlighted with key points or colour.
- Generating and securing bookings via Green Networks, Ecology, Climate Change, Well Being and providing an unprecedented level of customer service.
- Be responsible for bookings and management of the Director's diary.
- Provide accurate information and assistance when booking KMT related activities.
- Provide efficient and effective office administration provisions information and backup.
- Booking Transportation
- Producing weekly updates regarding bookings and responses.
- To take responsibility and use your own initiative to resolve any problems as they occur.
- To ensure a good level of communication and understanding of artists.
- Ensure all Complaints and Grievances are responded to.
- All staff will be expected to respect the requirements under GDPR.
- All staff must ensure that they are aware of their responsibilities



Person Specification

- ❑ At least 3-5 years experience in the Not for Profit / Social Enterprise sector.
- ❑ Thorough attention to detail.
- ❑ Ability to work in a group and on their own.
- ❑ Strong organisational skills
- ❑ Familiarity with scheduling and organisational software.
- ❑ Positive attitude when communicating with other team members and external parties.
- ❑ Ability to manage administrative duties from a wide range of sources including statutory funding, trusts and foundation, trading income and individual giving.
- ❑ Experience of delegating effectively and holding people to account.
- ❑ A commitment to community development, tackling structural inequality and other barriers to people achieving their potential.
- ❑ Resourceful, resilient and innovative, with the ability to manage different priorities.
- ❑ Interpersonal skills and judgement, which inspire confidence and trust from staff, volunteers, stakeholders and other organisations.
- ❑ A strong track record of networking, developing and maintaining external relationships with a wide variety of stakeholders.
- ❑ An effective communicator orally and in writing, able to articulate our work to a broad range of stakeholders.
- ❑ An entrepreneurial approach - able to use resources effectively and develop new ideas and gain buy-in to implement successfully.
- ❑ Organised, with excellent time management skills and high levels of self-motivation.
- ❑ Flexible with a willingness to work outside normal office hours on occasions.
- ❑ A strategic thinker who sees the bigger picture, as well as being someone who rolls up their sleeves and gets the job done.
- ❑ A proactive, imaginative individual who loves what they do. A person who brings positive energy by the bucket load and encourages those around them to do the same.

Safer Recruitment Statement

As part of its Safeguarding Policy, May Project Gardens CIC ensures that safe recruitment procedures are in place and that all appropriate checks (including the Disclosure and Barring Service checks and references) are undertaken in respect of all staff.

Equality, Diversity and Inclusion

We actively promote equality, diversity and inclusion. We match our needs with skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We want to do this because we know greater diversity will lead to even greater results for the stakeholders and organisations we work with.

How to Apply

Applications should be made directly to the organisation.

There are a range of ways applicants can apply for the position - please read the information below carefully.

Selection Process

Closing date for applications: The closing date for this role is **15/11/2021 at 12:00pm**.

Interviews to be held: Interviews are scheduled to take place **on 27/11/2021 and 28/11/2021**. Time to be confirmed.

We have a two stage application process:

Stage One

Step 1: Submit your application

You can submit either of the following:

- A recent CV
- A Cover Letter detailing your suitability for the role and your experience.
- A Short Video (max 3-5 minutes) expressing interest, previous work, experience, projects, achievements etc.

Please note: We reserve the right to close this vacancy early should sufficient applications be received. We encourage early applications to ensure consideration.

Stage Two

Step 2: Interviews / Demonstration / Task

Short-listed candidates will be invited to attend an interview on either the **27/11/2021 or 28/11/2021** on location at May Project Gardens HQ, in Morden. Plus a completed equal opportunities monitoring form.

Step 3: The Challenge

We like to think outside of the box here at MPG and KMT so we'd like to put you to the test. We would like shortlisted candidates to demonstrate through our experiential challenge that you are invested in working with us.

The Director would like candidates to secure a booking of your choice for KMT / MPG linked to our ethos and mission - see www.mayproject.org or www.3kmt.co.uk

Candidates will be given a week to showcase their organisation, research and booking skills and present this at the in-person interview on either the **27/11/2021 or 28/11/2021**.

Please note – Face to face interviews will be subject to current restrictions and may be modified accordingly. Successful applicants will be informed prior to these interviews.

Further Information

We encourage applicants to be brave and courageous during the application process. Trust your intuition.

However, should you wish to ask a question please contact Rebecca at rebecca@mayproject.org.

Due to the nature of our work, and changes in our organisational structure, we will respond to applicants at our earliest convenience.

We look forward to receiving your application.

