Job Description – Administrator (interim)

Ensemble administration

- Communication with LHTC Actors and their support workers/family members.
- Collaborate with Support Team Coordinator to implement specific requirements
- Coordinate annual auditions
- Production support for (Artistic) Director
- Production support such as schedules, travel and hospitality
- Administrative support for projects such as Lung Ha Across Scotland (i.e. issuing letters of agreement to freelancers)
- Attend Ensemble activities to communicate relevant updates

Office administration

- Office management
- Remote working tools management
- Liaison with IT for day-to-day operation
- Liaison with building managers and with other tenants and attend tenants meetings
- Maintain archive material (print, production media, press, other historic documentation)
- Monitor info@lungha.com inbox

Company administration

- Admin support for Artistic Director and Executive Director
- Development and fundraising support
- Environmental reporting
- Board administration including support for Chair
- Invoice processing
- Raising payments
- Communications/Website/Social Media updating and maintenance

Person Specification

	Essential	Desirable
Administrative experience	x	
Previous experience in an administrative role	x	
Extensive experience of Microsoft Office & other office/time management software	x	
Demonstrate effective communication and interpersonal skills in dealing with a wide range of people/organisations with tact and professionalism	x	
Experienced in minute taking		x
Demonstrate a methodical approach and strong attention to detail	x	
Flexibility, responding with initiative to changes in company activity (i.e. production periods), work effectively and proactively under pressure	x	

Experience in working with learning disabled adults		x
Interest in theatre and/or performing arts		x
Experience in environmental initiatives and reporting		x
Financial administration and banking systems (i.e. Xero)	x	

Please note: This is an interim post for a fixed term for five months (to start as soon as possible)

Hours: 28 hours per week (0.8 FTE Full-time hours are 35 hours per week (excluding lunch breaks), Monday–Friday, with flexibility around evening and weekend working in line with production/activity schedules.

Salary: £23,200 (£29,000 per annum. 3% employer pension contribution)

Location: Lung Ha office, Grindlay Street, Edinburgh with occasional travel, and a blended approach to office and home working. There is an expectation with this role that some office and contact time will be connected to the responsibilities above.

Screening: This role is classified as a Regulated Role (for more information, see: www.mygov.scot/pvg-scheme/regulated-roles). Therefore it is a legal requirement to join the PVG scheme for work with protected adults before you are appointed.

When you apply to the scheme, Disclosure Scotland carries out criminal record checks. You'll get a disclosure which shows the results of these checks. You will then share this disclosure with t us

We will support you through this process (and cover the associated cost) as we are an enrolled body organisation and submit our applications through VSDS (Volunteer Scotland Disclosure Services).

To Apply: Please submit a CV and covering letter (no longer than two sides of A4), telling us who you are, and about the relevant experience you have for the role.

Provide the names and contact details of two referees (one of whom should be your most recent employer). We will only contact referees on offer of employment.

It would be helpful if you could also indicate when you submit your application where you found out about this job opportunity.

Deadline for applications: 12 noon, Monday 27 July 2026 (Interviews are expected to be in early August.)

Should you have any questions or would like information or to apply in an alternative format please do not hesitate to contact Executive Director, Ruth McEwan ruth.mcewan@lungha.com / 0131 2219568 .