

Recruitment pack for The Nornen Project



Could you be a Creative Company Administrator?

The Nornen Project is looking for someone to join our Company as an **Administrator**.



Who we are

We are **The Nornen Project CIC**.

We make **theatre** in Burnham-on-Sea, Somerset.



CIC stands for “**Community Interest Company**”.

This means that the money we earn is spent on things that help **our community**.



What we do

We tell true stories from our local history.

Our shows are for **everyone**, not just people who usually go to theatre.



What people say

People say our shows make them feel **welcome**.



People say they feel part of something **special**.



What you'll do

You will help with regular office tasks.

This helps The Nornen Project run smoothly.



We will support you to **learn** the role.



Next, we will give you some examples of different tasks you might be asked to do. **Dont worry:** you won't do them all at once!



**Meeting
Scheduling**

Helping with meetings

You will help set up **meetings**.

You will tell people when and where the meeting will happen.



You will write **notes** about what people say at the meeting.



You will **remind** people what they have said they will do.



Answering emails

You will check the company **email** inbox.



You will **answer** questions from people who write to us.



You might read about useful opportunities, like fundraising. You will forward these to the Founding Director.



Keeping things organised

You will keep our **documents** in order.

This means people can find what they need.



Google Drive

We use **Google Drive** to share and organise our documents.



You will **remind** us when documents need updating with new information.



Helping others to join us

You will write a **list** of people who apply to work with us or volunteer with us.



You will help make sure staff have the right **training**.



Helping make things fair

You will help make sure **everyone** can take part.



This might mean making Easy Read documents, like this one.



Using digital tools

You will help make sure our **website** has the right information on it.



You will answer questions people might send to us on **Social Media**.

This could be on Facebook or Instagram.



Following the rules

You will help us follow important **rules and laws**.

You will tell us if something we do needs to change to keep up with the rules and laws.



Things that **keep people safe**, like Safeguarding and Data Protection, are very important.



You will remind us of important dates and tasks.



Helping with money

You will help keep track of **money**.



You will help us find the information we need to apply for **funding**.

Funding pays for our work.



Sharing ideas

You can share your **ideas**.

These might be ideas about how to make tasks easier or ideas about how to reach new people.



The Founding Director might talk to you about new projects and ways of working.

We want to know what you think.



About You

We want to know about **you** — not just see a perfect CV.



Tell us about your **experience**.

This might be experience from work, from school or from home.



We want to know what's **important** to you.



Being Organised

You will have done a similar job before.

This might be in **administration** or **coordination**.



You are good at **organising** your own work.



You can manage different tasks at the same time.



Talking to people

You are a clear **communicator**.

This might be written, spoken or signed communication. Or all three!



You feel confident talking to lots of different people.



**ATTENTION
TO DETAIL**

Details & Digital Tools

You have very good attention to detail.



You can use different digital tools, like Google Drive and Zoom.



Caring about fairness

You care about fairness and **inclusion**.



You want to learn more about how to support more people to take part.



Working from home

You are happy working from **home**.



You are happy working as part of a small **team**.



You are happy to travel
ocassionally.

We will give you some money for
travel.



Bonus skills

It would help if you know about **theatre** or charities.



It would help if you know about **Burnham** and **Highbridge** in Somerset.



But you do not need all of these things to apply.



Money

We will pay you **£175** for each day you work.



We will pay you every **month**.



Hours

You will work 1 day a week. 1 day is equal to **8 hours**.



You might decide to do this all in one day. Or you might spread it out across several days.



This could grow to **2 days** a week if we get more funding. 2 days is equal to 16 hours.



How long the job lasts

The job will last for **6 months**.



It might continue for longer if things go well.



We will discuss this with you after you have done the job for 3 months.



Safety and Fairness

Everyone is welcome.

We want people from **all backgrounds** to apply.



This includes people who are:

- neurodivergent
- deaf
- disabled
- LGBTQIA+
- from the Global Majority
- from different cultures



To help us see if we are doing this well or not, we ask you to answer some questions about yourself here: [Equal Opportunities Survey](#).



Keeping people safe

When we work with children and adults, we keep them **safe**.



CRIMINAL RECORD

You may need a **DBS check** — this is a safety check on your history.

We will tell you if you need this.



Keeping your information safe

We keep your personal
information **private**.



We only use it to help with your
application.



Checking references

If we offer you the job, we will check your **references**.



References are statements from people you have worked with in the past, or who know you well.

They cannot be family members.



We will also check you can legally **work in the UK**.



How to Apply

You need to send us your **application**.



You can **write** to us, send a **video**, or send an **audio** recording.

Choose whatever feels easiest for you.



What to include

Tell us:

- Why you want this job
- How you match the skills and qualities we list in the “About You” section - **pages 13 to 19**



- Your name and contact details
- Where you live
- Your CV (if you have one)



- If you have filled in our [survey](#).
- About any dates or times you are unavailable for interview in the week beginning 5th October.

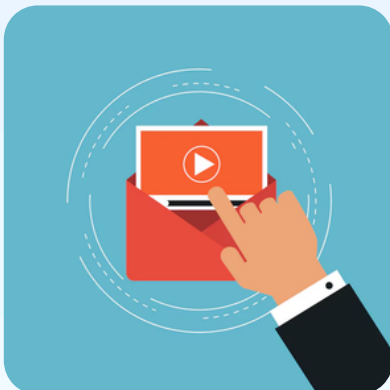


Sending your application

Don't worry about mistakes.

You do not need to be **perfect**.

We would rather hear from you with mistakes than not at all.



Video and audio applications can be sent using file-sharing websites like [Wetransfer.com](https://www.wetransfer.com).



Send your application to:
nornenproject@gmail.com



Important dates

Apply by: 11:59pm, Sunday 4th October 2026



Interviews: Week commencing 19th October 2026.

Interviews will be **online**. We will tell you which day and time.



Start date: Early November 2026



Have you got a question?

You can **ask** us.



You can email Corrinne:
nornenproject@gmail.com.