



Job Description for an OHMI Administrator

The OHMI Trust works to remove the barriers to music-making faced by people with physical disabilities. Any impairment in an upper limb makes nearly all musical instruments unplayable to any reasonable standard. As a result, thousands are excluded from music-making. The OHMI Trust strives for full, undifferentiated, participation in musical life for disabled people through the creation and provision of adapted musical instruments and enabling apparatus. It also undertakes and commissions research into pedagogic practices, instrument design, and manufacturing methods. The OHMI Trust works across the UK and beyond and has been operating as a registered charity since 2011.

Duties

To assist the General Manager with the administration of the OHMI Trust and particularly with the following tasks:

- Taking minutes at Trustee Meetings.
- The identification of potential sources of funds for which OHMI is eligible.
- Contributing to the content of the OHMI website and social media feeds.
- Management of the OHMI Instrument Hire Scheme
- Assistance with general day-to-day administration.

Location

OHMI maintains a small office currently made available by Tyndallwoods Solicitors, but most work is carried out from home and at the locations of meetings and events. Accordingly, business phone and travel expenses will be covered.

Experience, Skills and Education

Essential

- A genuine interest in the problems faced by disabled people in everyday life
- A high level of organisational and time management competence
- Verbal and written communication skills

www.ohmi.org.uk

The OHMI Trust, Tyndallwoods Solicitors, 29 Woodbourne Road, Harborne, Birmingham, B17 8BY
07849 726309 rachel@ohmi.org.uk

Patrons: Alison Balsom OBE, John Harle and Dame Evelyn Glennie, CH, DBE

Trustees: Dr Stephen Hetherington MBE, Martin Dyke, Blake McLaughlin, Nicola McLaughlin,

Prof Martin Fautley, Ruth Lester OBE, FRCS, Dr Andrew McPherson

Charity Number: **1143623**

- Knowledge of computer programs used in daily office administration functions such as the Microsoft office suite
- Proficiency in data and paper management, including business correspondence and the ability to handle sensitive and confidential information
- A positive approach to problem-solving and a desire to help other people

Desirable

- Lived experience of disability
- Higher Education qualification(s)
- Some first-hand experience of musical performance.

Salary

The time allocated for this role is 0.5 of a FTE £22,000 p.a. Direct work expenses, such as stationery, printing and postage costs, will be reimbursed.

Applications

- Please email a Curriculum Vitae and letter of application to rachel@ohmi.org.uk.
- The closing date is 5pm on Friday 12th November 2021.
- Face to face interviews will be carried out in the Birmingham office during the week commencing 22nd November 2021.
- Any position offered will be conditional on references and a satisfactory DBS check.
- If you have any questions about the role please feel free to contact Rachel Wolffsohn, the General Manager on the email address shown.

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