



Admin Assistant – Hen Hoose Safety Certification Scheme (HHSCS)

Hours: 7.5 hours per week (either Monday, Tuesday, Wednesday)

Rate: £18 per hour

Working pattern: Remote, with occasional in-person attendance at Hen Hoose training events in Glasgow and elsewhere in Scotland

Contract: Freelance

Location: Must be based in Scotland

Equipment: Must have access to a suitable computer for remote working

About Hen Hoose:

Hen Hoose Collective is a nationally recognised, award-winning Scottish organisation advancing gender equality and inclusion in music. Bringing together women and non-binary songwriters, producers, engineers and artists, Hen Hoose creates opportunities for collaboration, mentoring, artist development and professional learning.

Through its projects and industry partnerships, Hen Hoose works to build a more equitable, inclusive and supportive music sector.

About the role:

Hen Hoose is seeking a highly organised, proactive Admin Assistant to support the day-to-day delivery and development of the Hen Hoose Safety Certification Scheme (HHSCS).

The scheme promotes safer, more inclusive and accountable working environments across the music industry, supporting organisations to strengthen their practices and drive lasting change.

You will coordinate communications with participating organisations and partners, maintain records and documentation, track deadlines and actions, organise meetings, and support monitoring, feedback and reporting. You will also help improve administrative processes and provide support across other Hen Hoose projects, activities and events as required.

This part-time freelance role suits someone who can work independently, manage competing priorities and communicate confidently and professionally. Attention to detail, discretion and a commitment to safety and inclusion are essential.

Key responsibilities:

1. HHSCS administration and coordination

- Coordinate communications, respond to enquiries and follow up with participating organisations and partners.
- Maintain accurate records, documentation and certification progress updates, tracking deadlines and outstanding actions.
- Directory Management: Create, develop, and maintain a directory of participating organisations, freelancers, and studios across the music industry.
- Organise meetings, prepare materials, record actions and coordinate follow-up.

- Collect feedback and monitoring data to support evaluation, reporting and scheme development.
- Prepare updates, summaries and supporting materials for participants, partners, funders and internal use.
- Identify opportunities to improve processes and participant support.
- Handle sensitive information with appropriate care and confidentiality.

2. Project and event support

- Provide administrative support across Hen Hoose projects and activities.
- Maintain project calendars, task lists, records and documentation.
- Coordinate meetings, timelines, logistics and follow-up actions.
- Support the practical delivery of events and workshops, including occasional in-person attendance.

3. Partnerships and communications

- Build positive working relationships with organisations, artists, industry partners, suppliers and other stakeholders.
- Support clear, timely communications about the HHSCS and wider Hen Hoose activities.
- Contribute to social media and communications, including sharing project developments and achievements.
- Gather case studies and evidence of project progress and impact.

4. Finance, monitoring and reporting

- Support basic budget monitoring and financial administration.
- Gather monitoring data, feedback and evidence of impact.
- Assist with funding applications, progress reports and evaluations.

About you:

We are looking for someone who is:

- Highly organised, reliable and detail-oriented, with strong time-management skills.
- Proactive and self-motivated, able to work independently and manage competing priorities.
- A clear, confident communicator who builds positive working relationships.
- Comfortable maintaining accurate records, managing information and following up on actions.
- Website Development: Basic knowledge of website development and maintenance is required.
- Discreet and professional when handling sensitive information.
- Interested in promoting safer, more inclusive practice across the music industry.
- Supportive of Hen Hoose's commitment to gender equality and inclusion in the creative industries.

Desirable experience:

Experience in one or more of the following would be beneficial:

- Project administration, coordination or programme support.
- Certification, accreditation or organisational standards.
- Working with multiple organisations or stakeholders.
- Music, arts, culture or the wider creative industries.

- Monitoring, evaluation, data management or reporting.
- Confidential information management.
- Budget monitoring or financial administration.
- Communications, social media or event coordination.
- Scottish or UK arts funding, including applications and reporting.
- Experience of a safety certification or accreditation scheme is welcome but not essential. We are particularly interested in someone with strong administrative skills who is keen to learn and contribute to the scheme's development.

How to apply:

Apply via the [Hen Hoose website](#) or [here](#)

Applications open: Tuesday 27th October, 10:00am

Closing date: Friday 6th November, 10:00am

Interviews: November

Hen Hoose is a small, part-time not-for-profit organisation. We aim to respond to all applications as promptly as possible and appreciate your patience while we do so. Thank you for your understanding and interest in working with us. For accessibility adjustments, email yoly@henhoose.com.