BRASS BAND PLAYERS LTD

JOB ADVERT - Office Administrator
Brass Band Players Registry / Kapitol Group

The Brass Band Players Registry governs the registration procedures of contesting brass bands in England and Wales, supporting bands, players and contest organisers across the movement.

We are seeking to appoint an organised, reliable and proactive Office Administrator to support the day-to-day operation of the Brass Band Players Registry. The successful candidate will also provide administrative support to the wider office, including Kapitol Promotions, as required throughout the year.

This is a permanent part-time position based at the Kapitol offices in Penarth. The successful candidate will report to the BBP Registrar and work closely with the Kapitol administrative team.

Hours of Work

Minimum contracted hours:

- Monday: 10:00am-1:00pm and Friday: 10:00am-1:00pm

Additional hours will be available during busy periods, particularly:

- Regional Championships (January-March)
- National Finals (September-October)

Flexibility around working hours during these peak periods is essential.

Salary

£15.00 per hour

Key Responsibilities

The role will include:

- Processing player registrations and transfers for the Brass Band Players Registry.
- Maintaining accurate player records and database systems.
- Responding to enquiries from bands, players and other stakeholders.
- General office administration, filing, correspondence and data entry.
- Assisting with reception, telephone and email enquiries.
- Providing administrative assistance to Kapitol Promotions and other office projects as required.

Essential Skills & Experience

Applicants should be able to demonstrate:

- Excellent organisational skills and attention to detail.
- Strong written and verbal communication skills.
- Good IT skills, including Microsoft Office applications and email.
- The ability to prioritise workloads and work accurately under pressure.
- A professional, friendly and flexible approach.
- The ability to work independently and as part of a small team.
- A willingness to maintain confidentiality.

Desirable

An understanding of, or involvement in, the brass band movement.

Location

Kapitol Offices, Penarth.

Additional Information

Holiday entitlement and statutory employment benefits will be provided in accordance with UK employment legislation.

How to Apply

Please send your CV, together with a short covering letter explaining why you are interested in the role and how your experience meets the requirements, to kapitol@btconnect.com and addressed to Philip Morris (Managing Director).

Closing date: Friday 14 August 2026

The Brass Band Players Registry is committed to equality of opportunity, and welcomes applications from all suitably-qualified candidates.