



## PROJECT ASSISTANT Job Description

### **Contract Terms**

Salary: Fixed term freelance contract at £6,000 (£125/day x 48 days)

Contract Length: Six months (January-June 2022)

Reports to: Deputy Director

Hours: 16 hours per week (2x 8 hour days)

Location: Creative Future offices, Community Base, Brighton (Tuesdays); remote/home working (2<sup>nd</sup> day of contract, preferably Monday but negotiable). A laptop can be provided to enable home working.

Probation Period: 1 month

### **Summary of Role**

This post is funded by the Baring Foundation to enable delivery of a one-year training, mentoring and writing workshop delivery project for Black, Asian and ethnic minority writers with mental health issues. The postholder will work with the project manager and CF team to manage planning and delivery, providing administrative support, communications with venues/tutors/participants, and similar duties.

We seek a candidate with some but not necessarily extensive related experience who is keen to get experience in the voluntary/arts sector. Opportunities for training, professional development and shadowing will be offered.

### **Main Tasks & Responsibilities**

#### ***Workshops & Events***

- Scheduling workshops with venues/tutors and on Zoom
- Scheduling Zoom meetups with project mentors/mentees
- Scheduling Zoom masterclass sessions with facilitators
- Assist in planning meetup event including venue hire, refreshments, speaker liaison, travel/accommodation
- Creating booking forms, promotions, tutor packs, registers
- Ensuring workshop bookings made via e-mail, CF website & Eventbrite are recorded
- Monitoring bookings & managing waiting lists/cancellations
- Main contact for tutors & participants
- Collating bookings/registers, feedback forms & participant data
- Adding relevant data/paperwork to CF's Lamplight database & Mailchimp lists

#### ***Promotions***

Assist the Marketing & Projects Manager to:

- Add workshops to the CF websites
- Research & liaise with relevant external organisations to promote workshops
- Creating/scheduling social media posts
- Creating posters/signage/graphics to promote workshops
- Maintain & update mailing lists, research new relevant contacts

## Person Specification:

	Skills	Experience
<b>Essential</b>	<ul style="list-style-type: none"><li>• Excellent MS Office skills.</li><li>• Excellent IT skills including spreadsheets and database management</li><li>• Typing skills (minimum 50 words per minute)</li><li>• Excellent people skills</li><li>• Ability to adhere to our confidentiality policy</li><li>• Attention to detail</li><li>• Ability to think creatively and come up with new ideas</li><li>• Ability to be empathetic and supportive to under-represented/vulnerable people</li><li>• Ability to stay calm under pressure</li></ul>	<ul style="list-style-type: none"><li>• Minimum 1 year experience in providing administrative support in a third sector / arts / culture environment</li><li>• Excellent communicator both verbally &amp; written</li><li>• Able to work on own initiative</li><li>• The ability to be flexible, organised, and good with systems</li><li>• Ability to prioritise a busy workload</li><li>• Be a good team player</li><li>• Ability to work independently, meet deadlines and manage a number of projects at the same time and with accuracy</li><li>• Commitment to equal opportunities and diversity principles</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Knowledge of, and an interest in, the arts/cultural sector</li></ul>	<ul style="list-style-type: none"><li>• Experienced in organising activities &amp; project co-ordination</li><li>• Experienced in designing project publicity</li><li>• Knowledge of Facebook, Twitter, Mailchimp, Hootsuite</li><li>• Experience of website content management systems (Wordpress)</li><li>• Experience of working with under-represented/vulnerable people</li></ul>

### Further Information

- Days of the week worked is negotiable; CF currently has its physical office open Tuesdays only.
- Contract renewal is subject to future funding, with no less than 3 months' notice given

**This post is part of a project aiming to increase employment in the cultural sector for people from Black, Asian and ethnic minority backgrounds, who have lived experience of mental health issues. Candidates from these backgrounds are strongly urged to apply.**

### Process & Timeline

Closing date for applications: **Friday 3 December, 5pm**

Interviews: week commencing 13 December

Please apply with a CV and a letter of up to 2 sides of A4 outlining why:

- You are interested in the post
- What skills and experience you can bring to the post, clearly referencing the Job Description and Person Specification

Send your application via e-mail to [info@creativefuture.org.uk](mailto:info@creativefuture.org.uk).

### Equal Opportunity Monitoring

Creative Future are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In order to monitor the effectiveness of our equal opportunities policy we ask applicants to provide us with information which could help us identify possible direct and indirect barriers to appointment. Any information provided here is confidential,

and is not part of the selection procedure. To ensure we meet the aims of our Equal Opportunities policy **all applicants must complete the Creative Future equal opportunity monitoring form included at the end of this job pack**. The forms are separated immediately from the applications on submission.