

**PART TIME FREELANCER
PROGRAMME COORDINATOR SERVICES - North of Tyne**

[Creative UK](#) is the independent network for the UK Creative Industries. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

Our specialist programmes offer skills development, business support and investment opportunities to businesses and freelancers working across the UK creative sector.

We are committed to providing inclusive opportunities and therefore seeking a part time freelancer who will operate at the heart of our North of Tyne Culture and Creative Investment Programme. This is an opportunity for someone who is seeking an opportunity to grow their skills and broaden their experience across project management within the creative sector.

This pioneering programme offers a combined package of financial and business support and is open to freelancers and SMEs across the culture and creative sectors based in the North of Tyne Combined Authority Area.

The ideal candidate will thrive as a multi-tasker and be passionate about the UK's diverse creative and cultural sector. Creativity and connecting people will excite you. You will be driven, reliable, and have a positive approach taking pride in your work to go the extra mile.

If you can demonstrate excellency in administration, confident communication skills and an ability to provide an exceptional service to our team of experts then Creative UK would like to hear from you!

LOCATION: North of Tyne Combined Authority Area (*North Tyneside Council, Northumberland County Council, Newcastle City Council*). Largely remote working with occasional in person meetings/events. Candidates should have a willingness to travel across North of Tyne region

CONTRACT: Freelance part time, up to 16 days per month, business hours

RATE: £115-125* per day *negotiable subject to experience *inclusive of any applicable VAT*

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by Monday 30th May midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference w/c 6th June 2022, immediate appointment preferred.

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

SERVICES

Act as a key point of contact for business support, providing information, advice and guidance as required

Provide gateway support to our Business Advisers monitoring support provided and collating evidence of outputs

Provide organisational and administrative support in the planning, implementation and delivery of our support offer e.g. booking and liaising with speakers, managing events via Eventbrite/zoom, booking venues, caterers etc

Collation of attendee information and post event feedback, communicating and liaising with participants, ensuring relevant forms and data is collected and submitted on time to report back to partners

Maintaining beneficiary database

Organise and minute/action all relevant meetings, conference calls etc.

Work closely with the Marketing team in promoting programme activity.

Participate into business planning where required, feeding in on-the-job insight on behalf of our programme beneficiaries

NB. As a freelancer you will be expected to use your own tech hardware but will be provided with a mailbox and access to required data

Required Experience, Knowledge and Skills:

- Knowledge and/or passion for the Culture and Creative sector in the North of Tyne
- Demonstrable experience of working in a similar role
- Competent skills in Microsoft Office365
- Experience of working to tight deadline
- Ability to help organise and run events
- Some travel across the English regions may be required (desirable)
- Experience working with CRM systems (desirable)

Personal Qualities:

- Skilled communicator – the ability to communicate effectively
- Positive, hard-working and enthusiastic – keen to contribute to a productive team environment
- Skilled problem solver – finding the way to get things done and always looking for ways to improve.
- Reliable – with an ability to adapt
- Committed to equality and diversity
- Keen attention to detail, accuracy and confidentiality