

PROGRAMME COORDINATOR

THE ROLE

[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. We are a group of diverse and inclusive professionals who believe in the power of the creative industries to change lives, placing creativity at the heart of the UK's culture, economy and education system. How do we do this? We:

CHAMPION: Our fearless and influential policy and advocacy work identifies the issues that matter most, to affect change on a bigger scale.

CONNECT: We have built a thriving and open-access creative community alongside our membership of industry change-makers from all regions across the UK.

SUPPORT: We offer business support and development opportunities, locally and nationally, to enable UK talent to compete on the world stage.

INVEST: We provide expert resource and financial opportunities tailored for creative industries, offering bespoke investments, access to funding, and mentoring.

The Cornwall programme sits within [SUPPORT](#) offering skills development, business support and investment opportunities to screen-based businesses and freelancers working in film, TV, games and digital platforms. Cornwall has established itself as a hotbed for innovation and forward thinking. The talent we support have access to mentoring, courses and exclusive access webinars. This included a truly stunning event at The Eden Project as part of our annual internationally streamed [Creative UK's Creative Coalition Festival](#)

Does creativity and connecting people excite you? The Coordinator will operate at the heart of this unique programme. You will be driven, reliable, and have a positive approach taking pride in your work to go the extra mile. You will have the opportunity to use your organising superpower for documenting and reporting whilst engaging with talented people and businesses across Cornwall the county, working across events and becoming a part of Creative UK's people first culture. If you can demonstrate excellency in administration, confident communication skills and an ability to provide an exceptional service then Creative UK would like to hear from you!

LOCATION: UK Wide, preference for Cornwall based candidates

CONTRACT: Full time fixed term employment until July 2023

SALARY: £20,000 + benefits

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk **DEADLINE 6th June 2022 10am with interviews 9th June 2022 video conference**, immediate appointment preferred. Please complete our anonymous diversity and inclusion [survey](#).

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

CORE FUNCTIONS

- **Workflow and process:** Ensure all administration is carried out in accordance with the approved project management process.
- **Enquiry management:** Monitor and manage relevant programme enquiries on a daily basis.
- **Events administration:** help in the planning, implementation and delivery of activity e.g. liaising with speakers, booking venues, caterers etc
- **Monitoring, data and reporting:** Liaising with participants, ensuring relevant data is collected and submitted on time to report back to partners.

KEY AREAS OF RESPONSIBILITY

Act as a key point of contact for Programme enquiries, providing information, advice and guidance as required.

Provide organisational and administrative support to the Programme Manager in the delivery of our Creative Growth Programme

Develop community engagement via social media and drafting copy for promotional materials.

Liaising with Marketing and partners to ensure appropriate ongoing exposure/ coverage of programme news, stories and successes, workshops, and events.

Conduct research to develop and manage contacts, researching networks and potential participants and being the key point person to engage. Liaising with marketing for network marketing packs.

Retain accurate records, maintaining secure data protected files, spreadsheets and CRM system data, conduct visits with partners and check claim submissions to ensure eligible and evidenced.

Facilitate meetings, making arrangements where necessary for Video Conference, conference calls or in-person meeting, including note taking.

Support development of partnerships

Maintain a database of connections and a programme event calendar

Support the research of creative clusters, gaps in the market, trends and needs across Cornwall and the Isles of Scilly to help shape programme planning

Assist with the preparation of plans, schedules and budgets for agreed activity. Ensure retention of paper files alongside the CRM which are high quality and compliant for audit and archiving as an evidence base

Collate all reporting information and write progress reports with relevant contributions from the programme and finance team.

To undertake any other duties as may be reasonably required.

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This role is funded through the European Structural and Investment Funds (ESIF)

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

PERSON SPECIFICATION

- ✓ **Project administration:** Demonstrable experience working in a similar fast-paced administrative role
- ✓ **Events support:** Experience working across events coordination, including operational and marketing
- ✓ **Experience working with ERDF Funding***
- ✓ **Knowledge and experience of working in creative sector,** ideally across European projects*
- ✓ **Communication:** able to build relationships and work well with stakeholders
- ✓ **Data & Systems:** Strong MS Office skills: Excel, Word, and PowerPoint as well as a willingness to learn our in house marketing software.

- ✓ **Organised:** Strong attention to detail and deadlines, ability to multitask
 - ✓ **Proactive** approach: the ability to exercise effective judgment and use own initiative.
 - ✓ Comfortable working in a small remote fast paced team
 - ✓ **Flexible** to travel across the region
- *desirable*

All our employees will be expected to demonstrate behaviors associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- We join the dots; collaboration is in our DNA
- We support and empower; we are here to make a difference
- We are curious, open & honest
- We celebrate difference & value equality of opportunity

OUR PEOPLE PERKS

- Fully flexible hybrid working
- Pension enrolment from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, Health Assured
- Mental Health Guardians
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, Extra days off over the annual festive period
- 2 paid volunteer days per year to give something back to the community

Diversity Changes Everything: We value difference and celebrate the creativity that it brings.

We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities and talents.