

**PROGRAMME COORDINATOR x 2 - North of Tyne**

[Creative UK](#) is the independent network for the UK Creative Industries, we champion, connect, support and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

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

In 2021, funded by the North of Tyne Combined Authority, we launched our [Culture and Creative Investment Programme](#), offering a combined package of financial and business support for freelancers and SMEs in the North of Tyne area. This is an exciting time for the Creative Industries in the North East with increased investment and activity. We are expanding our activity and are looking for Programme Managers and Co-ordinators to deliver Business Support Programmes tailored to the Creative Industries across the region.

**PROGRAMME COORDINATOR x 2**

We are seeking full-time Programme Coordinators who will operate at the heart of our North East Programmes. This is an opportunity for someone who is seeking to grow their skills and broaden their experience across project management within the creative sector.

The ideal candidates will thrive as multi-taskers 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 East, Creative UK operates a flexible hybrid working policy, this role will require remote working with the scope to explore office space in central Newcastle as part of the developing activity.

Candidates should have a willingness to travel across North East region.

**CONTRACT:** Full time, initial fixed term with scope to make permanent.

**SALARY:** £22,000-£25,000 pa depending on experience

**TO APPLY:** Email your CV, cover letter and/or 1-2-minute video link\* to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk) by Monday 28<sup>th</sup> November midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference 2<sup>nd</sup> Dec, immediate appointment preferred.

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

**Responsible to: Programme Manager**

**Responsible for: Freelance Contractors**

## KEY AREAS OF RESPONSIBILITY

### Administration

- Provide organisational and administrative support to the Programme Manager in the delivery of our North East Programme, e.g., booking and liaising with speakers, managing events via Eventbrite/zoom, booking venues, caterers etc
- Act as a key point of contact for business support, providing information, advice and guidance as required
- Retain accurate records, maintaining secure data protected files, spreadsheets and CRM system data.
- Liaise with Participants and check claim submissions to ensure eligible and evidenced
- Assist with the preparation of plans, schedules, and budgets for agreed activity.
- Collate all reporting information and support progress reports with relevant contributions from the programme and finance team.

### Communications:

- Support the research of creative clusters, gaps in the market, trends and needs across North East to help shape programme planning
- Work with the Marketing Manager to develop and deliver a regional communications campaign to include:
  - Social Media
  - Press and PR
  - Newsletters
  - 'Cascade' Marketing
- Monitor and manage relevant programme enquiries daily, co-ordinating participants and signposting opportunities as required.
- Organise and minute/action relevant meetings, conference calls etc.

Liaise with Creative UK colleagues, reporting into team and company meetings.

Some travel across the English regions may be required

*To undertake any other duties as may be reasonably required. 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*

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

### Essential Experience, Knowledge and Skills:

- Knowledge and/or passion for the Culture and Creative sector
- Knowledge and/or passion for the North East
- Demonstrable experience of working in a similar administrative or communications role
- Experience of managing competing priorities
- Attention to detail
- Experience of working to tight deadline
- Excellent written and communications skills
- Competent skills in Microsoft Office365

### Desirable Experience, Knowledge and Skills:

- Marketing experience
- Event management experience
- Experience working with CRM systems

All our employees will be expected to demonstrate behaviours 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.*