

PROGRAMME COORDINATOR, CORNWALL & DEVON

[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.

THE ROLE

Creative UK: Devon & Cornwall is part of the Department of Culture Media and Sports's Create Growth Programme. West of England Combined Authority and Creative UK have secured funding to enable creative businesses in the area to explore and secure commercial investment opportunities. This Programme delivers mentoring, workshops and events that will enable businesses to be ready for investment and facilitate access to additional funding from [Innovate UK](#) and commercial investors.

We are seeking a Programme Coordinator who will operate at the heart of our Devon and Cornwall Programme. 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 then Creative UK would like to hear from you!

LOCATION: Cornwall or Devon based candidates, we operate a flexible hybrid working policy, this role will require remote working with the option to work in our Manchester, Bristol or London based workspaces. Candidates should have a willingness to travel across the region.

CONTRACT: Full time fixed term employment until March 2025

SALARY: £25,000 + benefits

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk

DEADLINE 4th December 2023 10am with interviews 7/8th Dec 2023 by video conference. 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

Responsible to: Lead Programme Manager

Responsible for: Freelance Contractors

KEY AREAS OF RESPONSIBILITY

Administration

- Provide organisational and administrative support to the Programme Manager in the delivery of the 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 the South West 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 South West
- Demonstrable experience of working in a similar administrative or communications role
- Experience of managing competing priorities
- Attention to detail
- Experience of working to tight deadlines
- Excellent written and communications skills
- Competent skills in Microsoft Office365

Desirable Experience, Knowledge and Skills:

- Marketing & Communications 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

THE PACKAGE

- Flexible hybrid working
- Pension enrolment 5% employer contribution from 3 months service
- Mediacash from 3 months service
- BUPA medical insurance & Life Assurance (1 year 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

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, talents, and physical and cognitive differences.