

## **PROGRAMME COORDINATOR**

Creative England and the Creative Industries Federation are part of the Creative UK group. We are the network for the Creative Industries and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy.

An exciting opportunity has arisen providing maternity cover for a Programme Coordinator joining our business support team in either our Manchester or Bristol office. Operating at the heart of our business support programmes, this role is an opportunity for someone keen to grow their skills and broaden their experience across project management within the creative sector. Our pioneering programmes are designed to support diverse talent across moving image, digital and broader content (Games, Tech, Film, TV).

Our Coordinator will ensure the business receives high quality support and services across our programmes and day-to-day operations. Your core responsibilities will be to contribute and support [Creative Enterprise](#), a bespoke programme for ambitious screen businesses to access connections, training and networks to achieve business growth.

We are looking for a self-starter with an interest in the creative industries who has strong organisational skills. You should thrive from multi-tasking and working with lots of creative personalities. This is an exciting time to join our team and to harness your organising super power to support diverse talent across the English regions.

**LOCATION:** Greater Manchester or Bristol, hybrid flexible working options

**SALARY:** £20,000

**CONTRACT:** Full time 1-year fixed term renewable

**TO APPLY:** Email your CV, cover letter and/or 1-2-minute video link\* to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) by Monday 12<sup>th</sup> July 2021 midday. Interviews will take place by video conference 27<sup>th</sup> to 29<sup>th</sup> July, mid-August appointment needed.

*\*video link optional*

## **KEY RESPONSIBILITIES**

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

Be the initial point for eligibility assessment of Creative Enterprise business support applications

Research potential business support participants and coordinate targeted outreach

Collation of attendee information and post event feedback

Maintaining mentoring database and programme event calendar

Research creative clusters, gaps in the market, business trends and needs to help shape programme planning

Coordinate the relevant Lottery assessment and award procedures including: organising the distribution and retrieval of applications to both internal and external assessors; booking and recording assessment and award panels

Provide organisational and administrative support to the Programme Managers in the planning, implementation and delivery of our Creative Enterprise support offer e.g. liaising with speakers, booking venues, caterers etc

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

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

Support other programme or partnerships activity as/when required e.g. events, database administration.

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

Any other duties, which may be reasonably required of the post holder

*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*

### **Required Experience, Knowledge and Skills:**

- Demonstrable experience of working in a similar role
- Competent skills in Microsoft Office 365
- Experience of working to tight deadline
- Ability to help organise and run events
- Some travel across the English regions may be required (desirable)
- Knowledge and/ or passion for the creative sector (desirable)
- Experience working with CRM systems (desirable)
- Marketing experience e.g. copywriting, social posting (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

*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.*