



Admin & Projects Assistant

Title of post: Admin & Projects Assistant

Accountable to: Producer

Conditions: Full-time, fixed term until the end of March 2020 (with possibility of extension)

Hours: Flexible to include evenings and weekends when required

Location: Groundwork Northamptonshire, Corby town centre

Salary Scale: £17,000 pa

This post is employed by Groundwork Northamptonshire.

Deadline for applications: 9am on Monday 15th October 2018

Interview Date: Thursday 18th October 2018

To apply: Complete the Groundwork Northamptonshire Application Form and send to info@madeincorby.co.uk

For an informal discussion about the role contact Helen Willmott, Programme Director, or Vicky Frayard, Producer, on 01536 267895.

Made in Corby is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community. If you require additional support in making an application, or would like this information in an alternative format, please contact the office on 01536 267895 / info@madeincorby.co.uk

About Made in Corby

Made in Corby is the Creative People & Places (CPP) programme for the borough of Corby, Northamptonshire. CPP is about more people taking the lead in choosing, creating and taking part in art experiences in the places where they live. There are 21 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. See www.creativepeopleplaces.org.uk for further details.

The Made in Corby consortium (which includes Corby Community Arts, Corby Unity, Groundwork Northamptonshire and The Core at Corby Cube) secured investment of £1million in 2013 to launch their programme and support three years of activity from 2014 to 2017. In October 2016, the consortium secured additional funding of £885,325 from Arts Council England to maintain and develop programme activity until June 2020.

We are a community-led arts organisation that delivers events and projects that:

- Surprise, delight and inspire the people of Corby
- Bring our local communities together
- Support our communities to take the lead
- Deliver social and economic benefits for our town and borough

Since 2014 we have delivered around 750 events and activities, enabling 93,000 engagements in creative activity, including workshops, performances, festivals and exhibitions. This work has been supported by hundreds of volunteers, giving over 10,000 hours of their time to help us with planning, marketing and event delivery. We are creating new audiences for art in Corby – according to postcode analysis from The Audience Agency, 63% of our people that engaged with the Grow Festival in July 2018 were from the places of lowest engagement with the arts.

We are leading the way in enabling local communities to engage with art, make decisions about what activities take place and the artists that create them. Over 9000 people have been consulted through our community conversations and around 450 local people have been actively involved in making decisions about our programme, by joining community panels that choose which local projects to support and producing extraordinary arts projects.

Our current programme has been developing by our community and is focused on the following strands:

- Grow – three festivals, co-produced with The Core at Corby Cube, exploring the theme of growth through water, food and light
- Capture – community-led commissioning targeted at participation cold spots
- Connect – developing long term partnerships with non-arts organisations working with older people, early years and hard to reach young people
- Cultivate – supporting artists and community groups with excellent potential to deliver innovative arts projects

For more information about our work visit www.madeincorby.co.uk

Our Implementation Plan for 2017-2020 can be viewed at www.madeincorby.co.uk/about-made-in-corby/

The Role

The Admin & Projects Assistant will assist the Made in Corby staff team, and associated artists, freelance staff and community groups, on a range of projects. Working as part of a small team, you will work across all aspects of administration, including assisting with the project management of events and activities, alongside general office administration. The Admin & Projects Assistant leads on our monitoring and data management processes.

Primary Purpose

To assist the Producer to develop and deliver the Made in Corby activity programme, with the support of other key staff including Programme Director, Marketing & Audience Development Officer, consortium, volunteers and community partners.

Specific Duties and Responsibilities

- Being the first point of contact for enquiries to the Made in Corby team from artists, audiences, participants and community groups.
- Maintain the Made in Corby database, in line with data protection regulations
- Contribute to the management of monitoring requirements and assist with audience data capture and analysis.
- Working with the staff team to co-ordinate arts activities, including workshops, performances, exhibitions and festivals. Work with the Producer to create and update event plans, as necessary.
- Making practical arrangements to ensure the smooth running of Made in Corby activities, such as booking venues, transport and catering
- Being a key team member at events, working alongside the Producer to ensure that all events are managed in a safe manner
- Liaising with artists about their requirements for projects and ensuring that these are met
- Working with event volunteers and community panels to plan, deliver and evaluate events
- Assisting with marketing including flyer distribution and social media
- General office administration, including ordering stationary, managing shared calendars, financial administration, arranging meetings and minute-taking.
- Support the Made In Corby team with community meetings and activity as appropriate.

General

- Participate in Made in Corby meetings and events as required
- Attend relevant training as and when required
- To positively represent Made in Corby at events
- To ensure that the relevant Groundwork Northamptonshire policies and procedures are adhered to at all times.
- Any other duties appropriate to the post, Made in Corby and Groundwork Northamptonshire.

Person Specification

Essential

- Demonstrable interest in, and understanding of, the arts
- Experience of working in an office environment
- Excellent oral and written communication skills
- Excellent interpersonal, organisational and planning skills
- Excellent IT skills including Word, Excel and PowerPoint
- Experience of data processing
- Energy and commitment
- Approachable, empathetic manner
- Ability to develop good working relationships with project partners and other staff
- Ability to prioritise workload
- Flair and imagination, and a positive attitude
- Willing to work evenings and weekends

Desirable

- An interest in arts and community development and/or engaging new audiences
- Knowledge of social media and current trends
- Experience in financial administration, including contracts and handling invoices
- Full driving license and access to vehicle

We will require the successful candidate to apply for a DBS check.