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ENGLAND**

Cultivator

Creative Kernow

Cultivator Project Phase 2

General Administrator (0.8fte)

Salary £20,000 (pro rata 0.8fte)

Application deadline Friday 18th September 2020

Interview date Wednesday 23rd September 2020

Background

We are looking for a general administrator to work as a support to the other four members of the Cultivator admin team and our Creative Business Advisors.

The right person for the post has proven experience in all aspects of administration, a keen eye for detail and is an excellent starter finisher.

Cultivator provides a wide range of opportunities for Cornwall and the Isles of Scilly's creative industries Small to Medium Enterprises (SMEs) to access business and skills advice and support. The programme includes creative industries specific Information, Advice and Guidance (IAG); mentoring; sector relevant skills development; grant programmes; internships and other activities to help grow creative industries businesses. www.cultivatorcornwall.org.uk

Funded by the European Social Fund, the European Regional Development Fund, Arts Council England and Cornwall Council, phase 2 of this very successful partnership project started on 1st October 2019 and continues until 30th September 2022.

The lead partner and the employer for this post is Creative Kernow, one of Cornwall's leading creative sector organisations. Cultivator also has four delivery partners - Cornwall College, the Real Ideas Organisation (RIO), Cornwall Development Company and the University of Plymouth.

Job Description

In this second phase of Cultivator, you will be at the heart of delivery of the project, working closely alongside the other four members of the admin team, and the Creative Business Advisors.

This job description is not exhaustive and we will expect you to carry out any other activities which may reasonably be required in accordance with the needs of the project. This means that we will expect you to be flexible and adaptable within your role.

The administrator will provide support to the Senior Administrator, Skills and Networking Administrator, Data Controller and Client Registration Administrator in the following areas:

- Dealing with queries from businesses wishing to sign up as Cultivator clients
- Processing clients and assisting them through the sign-up process
- Checking sign up and beneficiary paperwork to ensure it is compliant with funding requirements
- Assisting the Skills and Networking Administrator with bookings and attendance at events
- Contacting beneficiaries / partners as necessary to obtain monitoring information required by funders
- Collating and reporting data for funders and undertaking the monitoring requirements of funders
- Contributing to the production of quarterly interim claims for the ESF and ERDF strands of the project
- Organising papers for the following regular meetings:

Creative investment Grant assessment panel

Studio application assessment panel

Mentoring application assessment panel

Project Advisory group meeting

- Attending and taking minutes of the above where necessary
- Processing and logging Co-investment Grant paperwork
- Ensuring that the Cultivator database is regularly updated with beneficiary data
- Providing administrative support and assistance to the Senior Administrator, the Project Director, the Project Manager, the Creative Business Advisors and the finance team as required
- Coordinating marketing content for the Cultivator project and liaising with external social media and marketing organisation
- Assisting in regular updates to the Cultivator website
- Undertaking additional activities as required

More information can be found on the Cultivator project at www.cultivatorcornwall.org.uk.

Person Specification

Please note that only candidates who can demonstrate that they can meet all the essential criteria will be shortlisted

Skills and Experience

Essential

- Demonstrable experience of administrative work and office/organisation management with proven knowledge of modern office systems
- Excellent communication skills with a range of different audiences working to different objectives
- Proven ability to work remotely on-line
- High level of computer literacy, particularly in use of Windows, Excel and database software
- Proven ability to use social media platforms effectively for marketing
- Attention to detail and the ability to produce accurate and well-presented written documents
- Ability to organise information efficiently using both paper systems and information technology
- Ability to co-ordinate meetings and take minutes effectively
- Proven experience of dealing effectively with customer enquiries
- Ability to initiate and set up office systems

Desirable

- Knowledge of administering European funded projects

Personal Attributes

Essential

- Flexible, adaptable, able to work on own initiative, with a positive can-do attitude
- An interest in creativity and the arts in Cornwall and an appetite to learn more
- Proven ability to work to tight deadlines as part of a small team
- Good interpersonal, communication and customer service skills, including an effective telephone manner
- Very well organised with excellent time management skills; reliable and with the ability to self-motivate
- Sensitivity and discretion in the workplace

Desirable

Creative Kernow Administrator job description

Creative Kernow is a registered charity no 292138 and a company registered in England no 01727731

- Full valid driving licence and access to a vehicle for business use

Organisational structure

The Administrator reports to the Cultivator Senior Administrator and to other Creative Kernow project leaders as appropriate.

Key conditions of work

Contract

Permanent contract (please note that the funding for the Cultivator project is expected to run until the end of September 2022)

Pay

£20,000 per year (pro-rata 0.8 fte)

Pensions

Creative Kernow will automatically enrol you into The People's Pension if you are aged at least 22 but you are under State Pension age and you are earning more than £10,000 a year (£833 per month).

If you don't meet these criteria on appointment but you do meet them at a later date, we will automatically enrol you into the scheme then.

If you are eligible to join, Creative Kernow will contribute 1% of your salary until 30th September 2017, 2% for the next 12 months and 3% from 1st October 2018. More details about the scheme are available on request.

Holiday

4 weeks a year pro rata rising to 5 weeks over 5 years plus bank holidays

Hours

30 hours per week

There is some degree of flexitime, but the post-holder will normally be required to work 5 days per week from 10am – 4pm as core hours. From time to time staff will be required to work unsociable hours. A TOIL system operates rather than payment of overtime.

Place of work

The Creative Kernow offices at Krowji, West Park, Redruth, TR15 3AJ

However, during the current Covid 19 situation you will be expected to be able to work remotely from home.

The role will involve attendance at meetings or events elsewhere.

Probationary period

There will be a standard six-month probationary period

Equality and Diversity

We believe that a more diverse workforce is a more productive, engaged and successful one. That's why we want to encourage people from all backgrounds and walks of life to come and share their talents with us at Cultivator.

It should go without saying that we don't discriminate based on factors such as age, race, disability, sexual orientation or gender identity. The things that matter to us are ability, aptitude, potential, passion and drive.

We are particularly interested in your ability, experience and potential rather than your qualifications, so there are no minimum formal qualification requirements.

We're more than willing to adapt the way we work to make it easier for people with disabilities or other needs. We also recognise that not everyone is looking for a 9 to 5, Monday to Friday type of job and will always consider job shares or other working arrangements.

By embracing diversity we foster a happy, welcoming environment for everyone on our team.

We hope that Cultivator is a place you will want to work and want to stay.

Flexible Working

Creative Kernow is committed to equality of opportunity in employment practices and the provision of services and expects that its policy will be supported by everyone in the organisation.

In line with our Flexible Working Policy, this post is open for applicants who wish to apply as a job-share partnership. Both candidates should complete an application form and state that they wish to be considered together.