



HM Government



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## **Creative Kernow**

### **Cultivator Project Phase 2**

### **Skills Development & Networking Events Administrator (0.8fte)**

**Salary £20,000 (pro rata 0.8fte)**

**Application deadline Friday 18<sup>th</sup> September 2020**

**Interview date Wednesday 23<sup>rd</sup> September 2020**

### **Background**

**We are looking for an administrator who has proven experience in organising all aspects of events, has a keen eye for detail and a real flair for marketing to join our friendly team.**

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](http://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 4 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**

Creative Kernow – Cultivator – Skills & Networking Events Administrator JD

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

**of the project. This means that we will expect you to be flexible and adaptable within your role.**

You will provide support to the Creative Business Advisors and Senior Administrator by coordinating the development & delivery of Cultivator's programme of Skills Development and Networking Events by:

- Booking and organising all aspects of Cultivator's programme of Skills Development & Networking Events, including venue hire; contracting speakers; catering etc.
- Ensuring all event-related procurement conforms to relevant procurement legislation
- Using Eventbrite to manage the ticketing & promotion of events; setting up & managing bookings, creating templates & writing content etc.
- Managing the marketing & promotion of all events by developing & delivering 'mini' event marketing campaigns: using Cultivator's social media platforms & other relevant marketing opportunities; posting on Cultivator website; ensuring inclusion in the Cultivator e-newsletter and implementing segmented email marketing via the Cultivator Salesforce database
- Ensuring event sign-in and evaluation documentation is completed and captured
- Uploading information to Salesforce database and online calendar
- Contributing to the production of quarterly interim claims for the ESF and ERDF strands of the project as required
- Providing administrative support and assistance to the Senior Administrator, the Project Director, the Project Manager, the Creative Business Advisors and the Finance Officer as required
- Assisting in the marketing the overall Cultivator project via social media platforms
- Undertaking additional activities as required

## **Person Specification**

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

## **Skills and Experience**

### **Essential**

- At least two years administration, events management, office/organisation management or P.A. experience and a knowledge of modern office systems
- Proven experience of being able to work remotely online

- Excellent communication skills and an ability to deal with a range of different audiences; by email, phone and face-to-face
- Proven experience of managing and running events – booking venues, caterers, speakers etc.
- A high level of computer literacy, particularly in the use of MS Office applications and database software
- Proven marketing experience including the effective use of social media
- Excellent attention to detail and ability to produce accurate and well-written content & documents
- An ability to organise information efficiently using both paper-based systems and information technology
- Experience of dealing effectively with customer enquiries
- An ability to initiate and set up office systems

### **Desirable**

- A knowledge of administering European funded projects
- Experience of using Eventbrite
- Experience of using Salesforce

### **Personal Attributes**

#### **Essential**

- You are flexible, adaptable, able to work on own initiative, with a positive can-do attitude
- You can work to tight deadlines as part of a small team
- You have good interpersonal, communication and customer service skills, including an effective telephone manner
- You are very well organised with excellent time management skills; reliable and with the ability to self-motivate
- You show sensitivity and discretion in the workplace

#### **Desirable**

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

### **Organisational structure**

The Administrator will report to the Senior Administrator

### **Key conditions of work**

#### **Contract**

Permanent contract, but please note that the funding for this project is expected to run until the end of September 2022.

## **Pay**

Up to £20,000 – pay is reviewed every April

## **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 earning more than £10,000 a year (£833 per month). If you don't meet these criteria on appointment, but you do meet them later, we will automatically enrol you into the scheme then.

If you are eligible to join, Creative Kernow will contribute 3% of your salary. More details about the scheme are available on request.

## **Holidays**

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

## **Hours**

30 hours per week (0.8FTE)

We are happy for there to be a degree of flexitime, but the post-holder will normally be required to work five 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 Cultivator office 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 and travel across Cornwall and the Isles of Scilly as required.

## **Probationary period**

There will be a 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 are 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 Policy**

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 to 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.