

Kickstart Placement

Trainee HR & Operations Assistant, Creative Industries

Placement summary: To support the People and Operations team through research, business administration and developing knowledge and experience across HR practices within a creative environment.

Creative England is part of the Creative UK group. We are the independent network for the UK 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 to build prosperity and bring communities together.

The introduction of the UK government Kickstart Scheme brings an exciting opportunity to create a new role for a young aspiring HR professional with an interest in supporting people in the creative sector. You will receive training and support throughout the placement with clear development objectives and scope to continue into longer-term employment. Placements will develop knowledge and skills of HR and business administration, whilst bringing a young fresh perspective to the support we provide to our creative workforce.

If you are passionate about people, looking to begin or build on your administrative skills, then we want to hear from you!

CONTRACT: 25 hours per week, 6 months

PAY: 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on your age)

LOCATION: GREATER MANCHESTER including REMOTE WORKING FROM HOME.

TO APPLY: Are you 16 – 24 year olds and on universal credit? If so, you can **apply via a job coach at your local Job Centre Plus just quote VACANCY ID: V0000290091**. Application is simply by cover note and CV to jobs@creativeengland.co.uk by **1st November 2021**. We are planning on holding interviews as/when applications are submitted so may close the deadline sooner once appointment is made.
Interviews will take place by MS Teams Video Call.

Key duties: With training and guidance from our team:

- Desk based research to identify:
 - Implementation of an applicant tracking system (ATS)
 - Developing Diversity & Inclusion recruitment and selection practices
- Database and systems support including:
 - Administering company mailboxes and accounts e.g. jobs@ info@, developing your knowledge of how to respond to creative industry
 - Being trained on 'BrightHR' and updating employee data
- Recruitment and selection support including:
 - Liaising with job applicants, developing knowledge of processes and best practice
 - Liaising with candidates, scheduling and observing interviews, drafting feedback for unsuccessful candidates
- Operational change, supporting on site requirements where needed including:
 - Coordination of on-site requirements for any office moves and/or office decorating.

The candidate:

- Communication skills and desire to liaise with people over the phone and email
- Ability to build effective working relationships both internally and externally
- Strong organisational skills
- Ability to respect confidentiality of information
- Basic IT skills MSOffice
- A willingness to learn and interest in developing a career in HR and operations