

## Kickstart Placement Trainee Research Assistant, Creative Industries, Investment

Placement summary: You will be trained to support the Investment team by researching and gathering data which supports our activity to help attract a broad and diverse range of creative companies to our [investment offer](#).

Creative England is 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 to build prosperity and bring communities together. We are committed to building a team that represents a variety of backgrounds, perspectives, identities and talents.

The introduction of the UK government Kickstart Scheme brings an exciting opportunity to create a new role for a young aspiring researcher within the creative industries investment space. You will receive training and support throughout the placement with clear development objectives. Placements will develop knowledge and skills of the creative industry investment landscape, whilst bringing a young fresh perspective to the support we provide to industry.

If you are passionate about the creative industries, looking to begin or build on your administrative and research 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:** UK WIDE, REMOTE WORKING FROM HOME, preference within proximity to Bristol. Office working will be flexible. All on boarding and training will be done by Video Conference, placements will be provided with the necessary equipment to work 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: V0000295267**. Application is simply by cover note and CV to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) by **1<sup>st</sup> 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 of experts:

- Desk based research to identify:
  - Creative community groups, clusters, and membership organisations
  - Sourcing interesting and useful content for our investment community newsletter
  - Supporting research on sector trends and performance
- Develop knowledge and understanding through supporting the process of setting up and testing our new start up loans portal.

**The candidate:**

- Communication skills and desire to liaise with people over the phone and email
- The ability to multi-task; prioritise workload and deadlines
- Basic IT skills MSOffice
- Interest in the creative industries and/or investment
- A willingness to learn

*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.*