

Kickstart Placement

Trainee Membership Assistant, Creative Industries x 2

Placement summary: You will be trained to support a team of creative industry experts across research and membership administration, developing knowledge and experience across business development within a creative environment.

Creative England and Creative Industries Federation are part of the Creative UK group. We are the independent network for the UK creative industries and we know that connection changes everything.

The introduction of the UK government Kickstart Scheme brings an exciting opportunity to create a new role for a young aspiring partnerships or business development professional with an interest 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 account, database management and general administration whilst bringing a young fresh perspective to the impact we can make across the creative sector.

If you are passionate about building a career within the creative sector, database management, administrative and business development 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, preference proximity to London. *Office working will be flexible.*

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](#)**. 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 of experts:

- Desk based research to:
 - build and grow our database of potential customers
 - Identify organisations and initiatives across the creative industries
 - Identify exciting initiatives for partnerships and growing our membership network
- Database and membership support including:
 - Gathering feedback and testimonials
 - Working with the team to support and maintain web content
 - Supporting the preparation of data and reports on membership engagement
 - Maintaining databases throughout the account management process
 - Administrative and logistical support for events

The candidate:

- Communication skills and desire to liaise with people over the phone and email
- Good organisational skills
- The ability to multi-task; prioritise workload and deadlines
- Basic IT skills MSOffice
- Interest in the UK creative industries or in creating societal change
- Basic experience and/or desire to support CRM database management
- 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.*