

Kickstart Placement

Trainee Research Assistant, Creative Industries

Placement summary: You will be trained to support with research and administration, developing knowledge and experience across policy and advocacy work across the UK creative industries.

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.

The introduction of the UK government Kickstart Scheme brings an exciting opportunity to create a new role for a young aspiring researcher 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 research, database and project administration whilst bringing a young fresh perspective to the impact we can make across the creative sector. If you are passionate about building research and administration 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 for proximity to Greater Manchester. *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: V0000290097**. 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:
 - Source and gather research reports and data to feed into evidence gathering for our policy and research work
 - Identify initiatives, organisations and policies across the creative industries which are creating impact and change in areas which align with our policy priorities
- Provide project, event and administrative support, such as:
 - Arranging research interviews, focus groups workshops and surveys with our members and other stakeholders from across the creative industries
 - Coordinate and support events and meetings
 - Assist members of the team with data collection and management
 - Collating and organising policy and research summaries and reports into a library resource
 - Proof-reading and supporting with editing outputs
 - General administrative support
- Content creation, including:
 - Supporting with designing, managing and analysing of our surveys and interviews
 - Support with writing copy for reports, case studies and other outputs

The candidate:

- Communication skills and desire to liaise with people over the phone and email
- Excellent organizational skills, the ability to multi-task; prioritise workload and deadlines
- Good attention to detail.
- Basic IT skills MSOffice
- Ability to interpret and draw conclusions from reports, research findings and data
- Interest in the UK creative industries
- 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.