

Kickstart Placement

Trainee Project Assistant, Creative Enterprise

Placement summary: You will be trained to provide support to the Creative Enterprise team with research, event and general administration, developing knowledge and experience across project management. You will support a unique growth programme targeted at screen businesses across the English regions.

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 project professional with an interest in learning about screen businesses (Film, TV, games). You will receive training and support throughout the placement with clear development objectives. Placements will develop knowledge and skills of project, events and general administration whilst bringing a young fresh perspective to the impact we can make across the creative sector.

If you are passionate about the creative sector and an interest in developing skills as a project administrator, 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 Bristol. *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 just quote VACANCY ID: V0000290125**. 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

- Project administration:
 - Drafting contracts
 - Updating project trackers e.g. event and participant lists
 - Observing assessment meetings and taking notes
 - Updating database
 - Purchase order creation
- Event support
 - Administrative and logistical support for events
 - Desk research into Diversity & Inclusion networks
 - Support project marketing including drafting social content

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
- Good IT skills MSOffice
- Interest in the UK creative industries
- 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.