

Creative England

Recruitment Pack



Project Coordinator Talent Pool

This pack will provide you with the information required to assist you with your application.

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1. Advert/Service Specification

This is an exciting time to join Creative England - we have a strong established presence in the creative sector and we are now looking for suitable candidates to join our pool of freelance Project Coordinators, for contract work on professional development programmes, events and similar projects. To be a Project Coordinator Talent Pooler you will need to have strong project coordination skills with experience and understanding of creative industries, particularly film and TV production.

We are initially looking for a Project Coordinator to provide administrative and coordination support for the England-wide 'iWrite: Regional Partnership' project, which runs until January 2016. The role will be based in Sheffield specifically supporting the organisation to coordinate four residential weekend workshops in Birmingham, Manchester, Norwich and Newcastle. It is envisaged that the project will require 20 days of administrative support between June 2015-January 2016. After this the pool will facilitate future opportunities within Creative England.

Being offered a place in our Project Coordinator Talent Pool is not a guarantee of a job. You may be offered project related contracts as and when a need arises. We are looking for talented, passionate people with great ideas and a willingness to work on short term contracts.

If you have the experience and exceptional organisational skills to be placed in our Project Coordinator Talent Pool, Creative England would like to hear from you!

CONTRACT: Freelance, varied

FEE: Fixed Fee of £75 per day

LOCATION: English Regions, initial role Sheffield

DEPARTMENT: Film

DEADLINE: Monday 15th June 2015

SELECTION MEETINGS: w/c 22nd June 2015

Creative England promotes cultural diversity and equal opportunities for all

2. Fee Contract

This is a freelance offer with a fixed fee of £75 per day inclusive of VAT. Creative England will cover essential travel and accommodation costs required for this role.

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet the criteria set out in the person specification. You should also include your contact details and details for two employment references (preferably emails). These referees may be contacted prior to interview unless you specify otherwise.

You should email your application to jobs@creativeengland.co.uk or post (registered only) FAO Caroline Hinds, Head of HR & Operations, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **Monday 15th June 2015 (midday)**.

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.

Selection Meetings will be held **w/c 22nd June** in our Sheffield office (exact date tbc)

4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

www.creativeengland.co.uk



5. Service Specification Brief

The following specification provides an example of the activity our Project Coordinators will be responsible for;

Liaising with partner organisation regarding residential arrangements

Securing quotes and bookings for accommodation, facilities and catering at each residential

Making travel and accommodation arrangements for industry contributors to the programme

Administrating expenses following each residential

This description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

What are we looking for?.....

PERSON SPECIFICATION

- ✓ Excellent organisational skills
- ✓ First class communication; both written and verbal
- ✓ Computer literacy – knowledge and demonstrable experience is using MSOffice packages and social media
- ✓ Ability to respect confidentiality of information
- ✓ High accuracy and attention to detail
- ✓ Admin/coordination/event experience

KEY ATTRIBUTES

- ✓ Professional
- ✓ Positive approach
- ✓ Self motivated
- ✓ Good communicator
- ✓ Team player

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and equal opportunities for all*

