

Job Title: Programme Assistant

An exciting opportunity for someone with an interest in arts and culture who would like to gain experience in arts administration and cultural programming delivery.

Hours	14 hours a week (2 days which can be split into half days, depending on availability)
Wage	£12 per hour
Location	Hybrid; Northfleet base, Gravesend & remote working. Occasional working in Chatham at the Creative Estuary Office.
Contract Type	Freelance and fixed term up until 31 st December 2025
Application Deadline	Monday 4 th November at midday.
Interview Date	w/c 11 th November 2024

The Organisation:

At [Creative Estuary](#) our ambition is simple, to transform 60 miles of the Thames Estuary across South Essex and North Kent into one of the most exciting cultural hubs in the world.

The CE programme includes co-commissioning new work relating to places, spaces and communities; developing leadership and access to specialist skills and creating opportunities to deliver new cultural infrastructure. There are three project strands:

- Creative Assets and Place
- Co-Commissions
- Knowledge Exchange Partnership

Working at scale across institutional political and geographic boundaries, Creative Estuary is delivering a programme of connected activities building capacity, ambition and impact.

Delivery is focussed on the six Levelling Up for Culture Places of the Thames Estuary region, priority areas - Basildon, Castle Point, and Thurrock in Essex; and Gravesham, Medway, and Swale in Kent - and including Ebbsfleet Development Corporation.

This role is funded and supported by the Northfleet Place Partnership (Ebbsfleet Development Corporation, Gravesham Borough Council and Creative Estuary) and will be hosted by Creative Estuary.

Creative Estuary, Gravesham Borough Council, and Ebbsfleet Development Corporation (the Northfleet Place partners) are working in partnership together to bring underused buildings and spaces into creative use in Northfleet, working with and for local people.

Northfleet Place Partnership Programme:

The Programme Assistant will support the Creative Estuary team in the planning and delivery of the Northfleet Place Partnership Programme. This programme will run over 15 months (October 2024 - December 2025) and is focused on increasing and supporting local, community based creative and cultural activity in Northfleet. The programme will include the following opportunities and events:

Creative skills development grants: Micro-grants to kick start or support local people's creative ambitions, interests and development of their skills in the creative industries.

Creative Enterprise Seed Funding: Funding grants for local entrepreneurs and businesses, with targeted focus on new start-ups, especially those who have faced barriers to creative production and, 18-30-year-olds. Wrap around support will be provided in the form of mentoring and workshops.

Legacy Investment: Grants for existing organisations and programmes of work, allowing for local growth and the sustainment of successful programmes and projects in the Northfleet area.

There will also be 2-3 commissioned cultural community events in 2024-2025 using sites with Northfleet and showcasing work from programme participants.

The Role:

The Programme Assistant is an entry-level role, providing an opportunity for someone to gain hands-on experience and skills in arts administration and supporting cultural programming and events coordination. The post-holder will also gain experience of working within a multi-faceted, Arts Council England funded project, delivering work across the Thames Estuary region.

Key Responsibilities

The post holder will provide administrative and coordination support for the Northfleet programme, including events support. This will include, but is not limited to, the following:

- Answering queries via email regarding the programme grant schemes
- Setting up pre-application meeting calls with potential applicants and relevant CE team members
- Receiving and logging applications to the grant schemes
- Reading and assessing applications as part of the Northfleet Programme decision-making panel; you will play an important part in this decision making process whilst being supported by other Creative Estuary team staff; your role will be to bring an independent view and your own experience, you will not need any prior knowledge or experience of working on a panel.
- Supporting the Project Officer with the contracting and procurement process for administering grants to successful applicants to our grant funds
- Supporting the CE team with the administration of onboarding and wrap-around support of grant scheme participants
- Supporting the CE team and partners with delivery of programme events, this will include administrative duties such as recording event data, assisting in event planning and attending events, to help ensure that all aspects of the events run smoothly.
- Researching creatives and community organisations based in and around Northfleet and signposting the programme schemes and events to them.
- Working closely with the CE marketing & brand team on communications around grant schemes signposting and programme events.
- Disseminating, collecting and logging evaluation forms from programme participants to support the CE team and partners with the monitoring and evaluation of the programme in line with the agreed evaluation framework.

The Programme Assistant will be managed by the Creative Assets & Place Manager and supported by the Project Officer as well as the wider Creative Estuary team. The post-holder will receive training on all the systems and processes they will need to use to fulfil their role

and will have regular weekly check-ins to check progress and understanding.

The work will be a mixture of working on site in Northfleet and from home (online). Occasional working at the Creative Estuary office, based in Chatham, may also be required and travel costs will be reimbursed for this. Working hours will be flexible based on the demands of the programme as well as the post-holders' other commitments. The role will require evening and weekend work from time to time.

The Programme Assistant will be paid on a freelance basis and will be responsible for registering as self-employed and paying their own tax. If this is your first freelance role, the Creative Estuary team can support and guide on this process as part of the onboarding and training.

Person Specification

The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply.

We welcome applications from people who can demonstrate transferable skills and an enthusiasm and willingness to learn.

Skills	Attributes
<ul style="list-style-type: none"> • Good organisational skills • Good time management • Good written and verbal communication skills and numerical skills • Able to work with the public and interact with people of all ages and abilities • Able to think for themselves and problem solve • Good listening skills and able to take direction • Ability to work independently as well as part of a team 	<ul style="list-style-type: none"> • Interest in arts, culture and creativity • Proactive and can-do attitude • Willing to get stuck in and help with multiple tasks and teamwork • Knowledge of Northfleet and the surrounding areas, including an understanding of the diverse communities and their needs to ensure an inclusive approach to this role and programme.

How to apply

To apply please put together the following:

- A written CV (no more than 2 pages) listing your education, and any paid or voluntary work experience you have, this can also include lived experience.
- Either a written one-page cover letter or a video/audio recording telling us why you are interested in this role, why you would be a good fit and how you meet some or all the criteria outlined above.

Then please email both to info@creativeestuary.com by **12pm on Monday 4th November**

The Creative Estuary team are here to help if you need support applying for this role. Please email info@creativeestuary.com with any queries or to arrange an informal pre-application call.