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Creative Kernow

Job Description for the post of Administrator (full time)

Working across Cultivator and other Creative Kernow projects

The employer for this post is Creative Kernow <http://www.creativekernow.org.uk/>, one of Cornwall's leading creative sector organisations.

Creative Kernow runs a number of projects in Cornwall, with the key ones being Krowji, the creative workspace cluster in Redruth; the Carn to Cove rural touring scheme; the Cornwall 365 cultural tourism project and the FEAST community arts programme. It also runs Cultivator, a European funded project providing an integrated programme of skills and business development support for Small to Medium Enterprises in Cornwall's creative industries, delivered by Creative Kernow's long-established Creative Skills initiative. This is funded by the European Social Fund, the European Regional Development Fund, Arts Council England and Cornwall Council.

Job Description - Cultivator project (0.5 fte)

The administrator will provide support, together with a full time administrator, to the Senior Administrator in the following areas:

- The effective running of the Cultivator office
- Checking beneficiary paperwork to ensure it is compliant with funding requirements
- Contacting beneficiaries / partners as necessary to obtain monitoring information required by funders
- Reporting data to funders and undertaking the monitoring requirements of funders
- Contributing to the production of quarterly interim claims for the ESF and ERDF strands of the project
- Organising papers for the following regular meetings:
 - Bi-monthly Co-investment Grant assessment panel
 - Studio application assessment panel
 - Mentoring application assessment panel

Quarterly Project Advisory group meeting

- Attending and taking minutes of the above
- Processing and logging Co-investment Grant paperwork
- Assisting in booking and organising seminar programme
- Ensuring that the Cultivator database is regularly updated with beneficiary data
- Providing administrative support and assistance to the Senior Administrator, the Project Director, the Project Manager, the Creative Business Advisors and the finance team as required
- Assisting in marketing the Cultivator project via social media platforms
- Assisting in regular updates to the Cultivator website
- Undertaking additional activities as required

This part of the administrator's work is specifically funded as part of the Cultivator programme by the funders noted above.

More information can be found on the Cultivator project at www.cultivatorcornwall.org.uk.

Job Description – Creative Kernow (0.5 fte)

The administrator will provide support to other Creative Kernow projects as required.

In particular this will involve regular work with the small FEAST team for about 10-15 hours per week. The FEAST scheme invests in a wide range of amazing community arts projects across Cornwall every year and so the team need support with the administrative tasks that come with such a varied portfolio of projects, including:

- Being a knowledgeable point of contact for applicants
- Taking minutes at meetings
- Drafting funding agreements with projects
- Entering data into the database
- Assisting in marketing via social media platforms
- General administration tasks for the FEAST team

More information can be found on FEAST at <http://feastcornwall.org/>

Other Creative Kernow project strands such as Cornwall Open Studios, Cornwall 365, Krowji and Carn to Cove will also need administrative support in varying degrees across the year, so the post-holder will get the opportunity to work across our entire field of operations.

These job descriptions are not exhaustive lists of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the organisation. You will also be required to be flexible and adaptable in respect of your role.

Person Specification

Please note that only candidates who can demonstrate that they can meet all the essential criteria will be shortlisted

Skills and Experience

Essential

- Demonstrable experience of administrative work and office/organisation management with proven knowledge of modern office systems
- Excellent communication skills with a range of different audiences working to different objectives
- High level of computer literacy, particularly in use of Windows, Excel and database software (specifically Access)
- Proven ability to use social media platforms effectively for marketing
- Attention to detail and the ability to produce accurate and well-presented written documents
- Familiarity with basic business bookkeeping systems and simple management accounts
- Ability to organise information efficiently using both paper systems and information technology
- Ability to co-ordinate meetings and take minutes effectively
- Proven experience of dealing effectively with customer enquiries
- Ability to initiate and set up office systems

Desirable

- Knowledge of administering European funded projects

Personal Attributes

Essential

- Flexible, adaptable, able to work on own initiative, with a positive can-do attitude
- An interest in creativity and the arts in Cornwall and an appetite to learn more
- Proven ability to work to tight deadlines as part of a small team
- Good interpersonal, communication and customer service skills, including an effective telephone manner

- Very well organised with excellent time management skills; reliable and with the ability to self-motivate
- Sensitivity and discretion in the workplace

Desirable

- Full valid driving licence and access to a vehicle for business use

Organisational structure

The Administrator reports to the Cultivator Senior Administrator, to the FEAST Director and to other Creative Kernow project leaders as appropriate.

Key conditions of work

Contract	Permanent contract (please note that the funding for the Cultivator project is expected to run until the end of September 2019)
Pay	£18,000 per year
Pensions	<p>Creative Kernow will automatically enrol you into The People's Pension if you are aged at least 22 but you are under State Pension age and you are earning more than £10,000 a year (£833 per month).</p> <p>If you don't meet these criteria on appointment but you do meet them at a later date, we will automatically enrol you into the scheme then.</p> <p>If you are eligible to join, Creative Kernow will contribute 1% of your salary until 30th September 2017, 2% for the next 12 months and 3% from 1st October 2018. More details about the scheme are available on request.</p>
Holidays	4 weeks a year rising to 5 weeks over 5 years plus bank holidays
Hours	<p>37.5 hours per week</p> <p>There is some degree of flexitime, but the post-holder will normally be required to work 5 days per week from 10am – 4pm as core hours. From time to time staff will be required to work unsociable hours. A TOIL system operates rather than payment of overtime.</p>

Place of work	The Creative Kernow offices at Krowji, West Park, Redruth TR15 3AJ. The role will involve attendance at meetings or events elsewhere.
Probationary period	There will be a standard six month probationary period

Equality and Diversity

Creative Kernow is committed to equality of opportunity in employment practices and the provision of services and expects that its policy will be supported by everyone in the organisation.

In line with our Flexible Working Policy, this post is open for applicants who wish to apply as a job-share partnership. Both candidates should complete an application form and state that they wish to be considered together.