

CREATIVE KERNOW

Temporary Creative Kernow Administrator

December 2024

Job title	Temporary Creative Kernow Administrator
Location	The role is based at Krowji, Redruth, Cornwall TR15 3GE (Krowji is an accessible venue).
Pay band	Administrative and Technical
Salary	£12 per hour
Hours	0.6 to 1.0 FTE contract (22.5 to 37.5 hours a week)
Contract type	Temporary 2 month contract from 07/01/2025 to 28/02/2025, with possibility of extension
Annual leave	20 days plus bank holidays pro rata
Reporting to	Chief Executive

Following the departure of our current administrator, this temporary position will provide interim support to the CEO, the Creative Kernow board and the wider Creative Kernow staff team whilst a permanent replacement is found. The work involves in a range of administrative tasks in order to enable the organisation to run effectively.

Interviews will be held at Krowji on Monday 16 December. Successful candidate will be available for a day of (paid) training/handover on Wednesday 18th or Thursday 19th.

CREATIVE
KERNOW



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



At Creative Kernow we champion creativity as a force for positive change in Cornwall and the Isles of Scilly. We are an organisation which provides a range of creative programmes and activities, working towards a shared vision: a thriving Cornwall powered by creativity.

From affordable workspaces to transformative cultural projects, education initiatives for schools to establishing new business viability, we provide support, advice and inspiration through our network across and beyond the creative sector in Cornwall, nationally and around the world.

Our work is structured around four interdependent areas:

- **Creative Communities** – which includes long-standing programmes such as [Carn to Cove](#) & [C Fylm](#), investing in cultural projects through [FEAST](#), and [ArtsLab](#) young people's programme.
- **Creative Economy + Skills** – [Screen Cornwall](#), [Cornwall 365](#) and [Creative Enterprise Support](#)
- **Creative Hub Development** – running [Krowji](#), Cornwall's largest creative hub and workspace cluster in Redruth.
- **Operations** – finance and other charity support functions

Creative Kernow is a well-established charity and social enterprise with a 40 year track record and an experienced board of trustees and a strong staff team. Our finances are broadly based with a variety of income sources including grant support from Arts Council England and Cornwall Council, earned income from commissions and contracts, box office income from events and rental income from our workspace cluster in Redruth.

Role Description

This job description is not an exhaustive list and we will expect you to carry out any other activities which may reasonably be required in accordance with the needs of the projects. This means that we will expect you to be flexible and adaptable within your role.

The key tasks are to:

- Assist the CEO in a range of administrative tasks including diary management, organising meetings and events
- Provide administrative support to the Creative Kernow board – organising the meeting schedule, circulating paperwork, minuting the meetings and maintaining statutory records and updating datasets
- Support the Creative Kernow's IT systems and processes, including liaising with external IT support provider
- Order supplies and maintain office resources and processing invoices
- Assist with HR administration including recruitment for vacancies, promoting workplace initiatives
- Maintain, update and report HR information using our HR software
- Collate and circulate internal communications
- Maintain and update the Creative Kernow website and social media platforms, assist with Creative Kernow's marketing and communications, use online tools to monitor media data for reporting purposes. Collate and send out a quarterly e-newsletter.

Person specification – key competencies:

Essential:

- An enthusiastic and proactive approach with an ability to use initiative & problem solve
- Excellent IT skills and a comprehensive knowledge of Microsoft Office including Teams and Sharepoint
- Experience of documenting meetings with good quality minutes/notes
- Proactive in seeking IT based administrative solutions
- Strong customer service skills and telephone manner with proven experience
- Attention to detail
- A completer finisher with strong organisation skills
- An interest in the arts and culture

We are particularly interested in your ability, experience and potential rather than your qualifications, so there are no formal minimum requirements.

Equal Opportunities

We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage.

Unfortunately, this position is not suitable for a job share.

If you require this job description in another format, please let us know.

Organisational structure

The Administrator is responsible to the Chief Executive, Creative Kernow; the post-holder has no line management responsibilities. You may also work closely with other Creative Kernow directors on discrete projects as agreed with your line manager.