

Operations Coordinator

Creative Kernow

Creative Kernow is the development organisation for Cornwall and the Isles of Scilly's creative sector.

Cornwall and the Isles of Scilly's creative sector is unique, extraordinary and full of potential. Our mission is to ensure it thrives, by strengthening its ecosystem, building its economic power, and enriching creative and cultural life. Our work spans the full breadth of the sector, from the infrastructure and networks that help creative people connect and grow, to business support, career pathways, and creative programmes that benefit communities across the region.

Creative Kernow is supported by Arts Council England as a National Portfolio Organisation and by Cornwall Council.

The role

This is a new post at the heart of the Operations team, working alongside one other Coordinator and reporting to the Operations Manager, you will jointly share responsibilities to support all areas of the wider Creative Kernow team. The role will coordinate and support reception services at our Creative Hub, Krowji, and play a key role in ensuring that tenants and visitors receive a welcoming, professional, and high-quality experience.

The post will also provide essential administrative support across the organisation, helping to deliver both internal and external events, while taking a lead role in supporting Creative Kernow's communications and social media activity.

This is a full-time role based in our front office, which also serves as Krowji's reception. Due to the nature of the role, there will be a requirement to support events which take place in the evenings and sometimes at weekends.

The key tasks:

- Day-to-day support that keeps Creative Kernow running - ensuring staff across all three verticals are well-supported, well-supplied and able to focus on their work

- Assist in ensuring a smooth, professional and welcoming reception service at Krowji - creating an excellent first impression for all visitors and a reliable point of contact for everyone on site
- Support Creative Kernow's communications activity across the whole organisation - maintaining digital channels, producing newsletters and contributing to CK's public presence across all platforms
- Support the coordination of events that take place on and off site
- Provide support to the Estates & Facilities Manager and Office Manager to ensure the Krowji site runs smoothly through effective communication, coordination and record-keeping.

Role Details

Job Title	Operations Coordinator (Communications and External)
Location	Krowji, Redruth, Cornwall TR15 3GE
Salary	£26,228
Hours	Full time in person Mon-Fri 09:00am -17:00am (Flexibility will be needed as there will be a requirement to work in the evenings and on weekends to support events)
Contract	Permanent
Reports to	Operations Manager
Deadline	12pm 29 th July 2026
Interviews	6 th August 2026

What we're looking for

We are particularly interested in your skills, potential, and experience rather than your formal qualifications. We are keen to hear from individuals who are eager to learn, develop their marketing and communications skills, and build knowledge and experience in events and project management.

You will be someone who:

Essential

- A passion for the creative sector
- Excellent communication skills, able to deal with a range of different audiences, both on the phone, by email and face to face
- Proven administration skills
- Excellent attention to detail
- Ability to work collaboratively and as part of a team
- Experience in a public facing environment
- Good time management with an ability to juggle multiple tasks
- IT literate with experience of Microsoft office

Desirable

- Experience of social media platforms and posting
- Experience of Mailchimp platform
- Experience of WordPress and website management

Equity & access

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

How to apply

Please send the following to hr@creativekernow.org.uk with 'Operations Coordinator' in the subject line by 12pm on 29th July. Interviews will take place on 6th August.

- A personal statement (maximum 2 sides of A4 at 12pt) covering how your skills and experience meet the requirements of the role. You may alternatively submit a voice recording or a video of up to 5 minutes via WeTransfer.
- Your CV (maximum 3 pages)
- A completed [equal opportunity monitoring form](#)
- A completed [GDPR candidate privacy form](#)

A full job description is available on request.

If you need support submitting in other formats, contact hr@creativekernow.org.uk.