

Creative Freelancers: Shaping London's Recovery

Communications and Administration Co-ordinator

We are looking for a skilled and dynamic freelance Communications and Administration Co-ordinator to join the delivery team for a new programme, Creative Freelancers: Shaping London's Recovery.

This role includes providing administrative support to the programme Facilitator and a cohort of 50 freelancers as well as managing its internal and external communications, including website and social media channels.

This is a freelance contract for services from April to October 2021.

We particularly welcome applications from people whose identities are currently under-represented in the performing arts workforce.

We have made a positive commitment to employing d/Deaf and disabled people and guarantee to interview all d/Deaf and disabled candidates who meet the minimum essential criteria for the role.

Deadline for applications: 10am on 12 March 2021.

Remote Interviews: w/c 15 March

Start date: April 2021 (exact date to be agreed)

About the programme:

Creative freelancers, particularly those in the performing arts, have been hit hard by COVID-19. From the very start of restrictions, up to 60% of freelancers had lost all of their work, and it is estimated that at least 200,000 Londoners have been excluded from any Government support. The pandemic has also highlighted existing inequalities facing creative freelancers – including a lack of security at work, unequal access to freelance opportunities, and a lack of a basic safety net.

This new programme from the Mayor of London will enable a diverse group of freelancers in the culture sector to come together to explore and make recommendations on the future of freelancing. It will support the Mayor's ambitions to improve working conditions and training, as well as advocating for the statutory changes needed for freelancers.

Creative Freelancers: Shaping London's Recovery will amplify the voices of the self-employed in the culture sector, giving space for freelancers to shape and demonstrate their role in the recovery of London's creative and cultural industries, as well as in wider civic spaces.

The programme brings together up to 50 diverse freelancers from across the performing arts, including performers, directors, writers and designers, with up to 50 leaders of cultural organisations, funders, councils and other key decision makers.

How will it work?

Each freelancer will receive a bursary, match funded by a cultural organisation, and collaborate on a six-month research project in targeted working groups, supported by a freelance facilitation team. They will feed into the Mayor of London's work to improve job creation and retention for freelancers, as well as skills and training, and take part in advocacy and lobbying.

The programme will be facilitated by a freelance team, enabled by Fuel, funded by LEAP, the London Economic Action Partnership, and co-designed by the Mayor of London. It builds on the first national Freelance Task Force initiated by Fuel as a pilot in April 2020, in which 150 organisations sponsored 169 freelancers across the country. It will build on the evaluation and recommendations by Morris Hargreaves McIntyre, which highlighted the positive impact of the pilot, its promising potential, and suggested that external funding would improve future work in this area.

Programme aims

This project will empower creative freelancers in the performing arts sector to make recommendations for London's recovery from COVID-19 in distinct areas:

- Improving job conditions, creation and retention for creative freelancers
- Advocating for an improved statutory position for creative freelancers
- Establishing skills and training opportunities for creative freelancers

This programme will support the civic role of creative freelancers in London's recovery from COVID-19, in policymaking and in delivery.

JOB DESCRIPTION

The Communications and Administration Co-ordinator will play a key role in the successful delivery of the programme.

Responsible to: Facilitator

Main Duties and Responsibilities

To support the Facilitator and cohort in the delivery of the programme's objectives. Responsibilities may include (but not be limited to):

Administration:

- Scheduling and arranging meetings – including booking access support, co-ordinating use of the shared zoom facility;
- Supporting the Facilitator with setting up and delivering of working groups;
- Drafting and circulating meeting minutes;
- Liaising with freelancers in the cohort, the Access Manager, and independent evaluators Morris Hargreaves McIntyre;

- Aiding the collection of data for monitoring and reporting on key partners' objectives and milestones;
- Supporting the freelance Bookkeeper with budget and cashflow management and reconciliation;
- Collating evaluative data in line with key partners' requirements including quarterly board reporting;
- Filing and other administrative tasks.

Communications:

- Establishing and managing an internal and external communications plan;
- Liaising with web developers for structural updates as required;
- Updating and scheduling posts for social media channels daily;
- Updating website(s) weekly, liaising with the Facilitator and freelancers to collate content for updates as well as drafting news items;
- Managing and tracking Google Analytics data for digital channels and reporting with explanatory commentary;
- Drafting and sending a newsletter, in close communication with Facilitator and freelancers;
- Designing and drafting print/digital materials as required.

This list is indicative rather than comprehensive, and flexibility is required.

Fuel is committed to ongoing professional development for freelancers and will work closely with the freelancer contracted to ensure that their needs in this area are met.

PERSON SPECIFICATION

Essential:

- Excellent communication skills, written, oral and visual
- The ability to work with a wide range of people from varied backgrounds with varied needs
- A minimum of two years relevant experience
- Digital literacy and aptitude
- Working knowledge of wordpress websites
- Strong collaborative skills
- A proven aptitude for time management, attention to detail and the ability to work to deadlines
- A hard working, personable and unflappable nature

Desired:

- Understanding of the wider creative freelance sector in the UK
- Working knowledge of In-design, photoshop and mailchimp

TERMS

Freelance contract for service. Fee of £12,005, payable in 7 monthly instalments of £1,715. April to October/November 2021, exact start and end dates to be agreed.

Base

Home/remote-working.

How to apply:

Please send a one-page letter and a CV to recruitment@fueltheatre.com. If you would prefer to send a short video or audio recording, please ensure you include your express of interest and your relevant experience. If you require access support with your application, please let us know via recruitment@fueltheatre.com. Please complete this [monitoring form](#) whichever way you apply.