

# Creative Freelancers: Shaping London's Recovery

Communications and Administration Co-ordinator



## About the programme



**Creative Freelancers: Shaping London's Recovery** is a new programme from the **Mayor of London**



It has been created to support **creative freelancers**



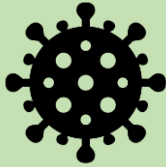
It will give freelancers a **louder voice** in the culture sector and support them to **advocate for changes** that are needed as London recovers from the Covid-19 pandemic



It will bring together **50 creative freelancers** from across the performing arts, such as performers, directors and designers and **50 leaders** from key organisations



They will explore and make **recommendations** on the future of freelancing



This programme has been created because creative freelancers have been badly affected by **Covid-19**



Up to **60%** of freelancers lost all of their work and approximately **200,000** Londoners could not receive any government support



The pandemic also highlighted other inequalities facing freelancers such as lack of security at work and unequal access to opportunities



This programme builds on the positive work of the **Freelance Task Force**



**How will it work?**



Each freelancer will receive a **bursary**



They will work together with a group on a research project



They will be supported by a freelance **facilitation team**



The project will last for **six months**



## **Programme Aims**



This project will empower creative freelancers to make recommendations for London's recovery from Covid-19 in three areas



Creating **more jobs** with **better working conditions** and helping freelancers **stay in work**



Advocating for an improved **legal position** for creative freelancers



Establishing **skills and training** opportunities for creative freelancers



**Who is involved?**



[Fuel](#) has **enabled** this programme



### **About Fuel**

Fuel is a leader in independent producing in the live performance sector

They produce high quality new theatre and work with brilliant theatre makers who bring new perspectives and approaches



[LEAP](#) has **funded** this programme



### **About LEAP**

LEAP stands for **London Economic Action Partnership**

They bring together entrepreneurs, businesses, the Mayor of London and London Councils to identify ways to support and lead economic growth and job creation in the capital



[The Mayor of London](#) has **supported and co designed** this programme



**Morris Hargreaves McIntyre** will **evaluate** the programme

## Communications and Administration Co-ordinator



We are looking for a skilled and dynamic freelance **Communications and Administration Co-ordinator**



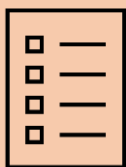
### Job Description



This role involves providing **administrative support** to the programme Facilitator and the group of 50 freelancers



It also involves managing **communications** including website and social media



Below are the main **administration responsibilities**



**Scheduling and arranging** meetings and co-ordinating Zoom



Supporting the Facilitator with **setting up and delivering** freelance working groups



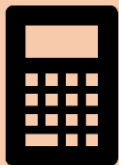
Writing and sending **meeting minutes**



**Liaising** with freelancers, the Access Manager and Morris Hargreaves McIntyre



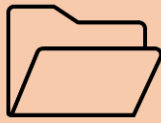
Helping to **collect information** for monitoring and reporting on the objectives of key partners



Supporting the bookkeeper with **finances**



Collecting information for the **evaluation**



**Filing** and other administrative tasks



Below are the main **communication responsibilities**



Creating and managing **communication plans**



**Liaising** with web developers



Updating and scheduling posts for **social media**



**Updating website(s)** weekly using content from the Facilitator and freelancers



Writing **news items** for the website

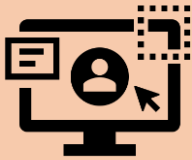




Managing, tracking and reporting **google analytics data** for digital channels



**Writing** and sending a **newsletter**



Designing and drafting **print and digital materials**



The list of responsibilities may change so being **flexible** is important



Fuel will support the Communications and Administration Co-ordinator with **professional development**



**Person Specification**



## Essential

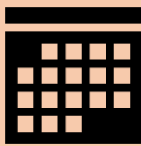
To apply for this role you **must** have



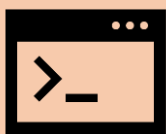
Excellent **communication skills** including written, oral and visual



The ability to **work with a wide range of people** from varied backgrounds with varied needs



A minimum of **2 years** relevant experience



Strong **digital skills**



Knowledge of **WordPress** websites



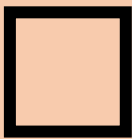
Strong **collaborative skills**



Strong **time management skills**, attention to detail and the ability to work to deadlines



**Hardworking, friendly** and **calm** nature



**Desired**

You **do not need** to have the skills below but it would be useful if you do



Understanding of the **wider creative freelance sector** in the UK



Knowledge of **In-design, Photoshop** and **Mailchimp**



We welcome those whose identities are currently **under-represented** in the performing arts



All **d/Deaf, disabled and neurodiverse candidates** who meet the minimum essential criteria for this role **will be interviewed**



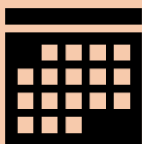
## Terms



This is a **freelance** contract



The fee is **£12,005** which will be paid in 7 monthly instalments of **£1,715**



The contract will start in **April** and end in **October or November 2021**



The work will be done from **home**

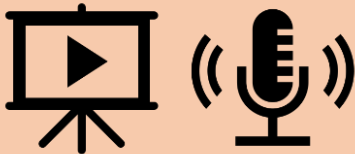


## How to apply



Send a **one-page letter** including why you are interested and what experience you have

and a **CV** to [recruitment@fueltheatre.com](mailto:recruitment@fueltheatre.com)



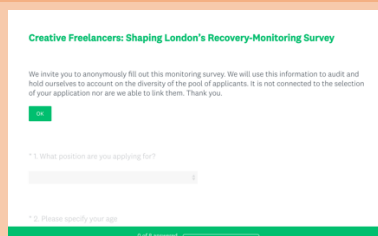
You can send a **short video** or **audio recording** instead of a letter but this must include why you are interested in the role and what experience you have.



The deadline for applications is **10am on 12<sup>th</sup> March 2021**



Interviews will be held in the **week beginning 15<sup>th</sup> March**



Please also complete the **monitoring form**

Click [here](#) for the monitoring form



If you need any access support for your application  
you can email [recruitment@fueltheatre.com](mailto:recruitment@fueltheatre.com)