

Buckinghamshire Culture

Job Description – Freelance Administration and Communications Assistant

Post:	Administration and Communications Assistant
Reporting To:	Director, Buckinghamshire Culture
Start Date:	June 2024
Contract:	Part time, fixed term contract until December 2024
Freelance fee:	Up to £8,800 fixed fee available for a 22.5 hours per week contract
Application deadline:	9am, 20th May 2024

Background Information

Buckinghamshire Culture is the creative and cultural partnership for the county. Building an inclusive, uplifting and supportive creative hub, we connect, build and nourish creative individuals and organisations. We share and celebrate the value of creativity and culture to everyone's lives – embedding it across essential agendas. We harness the power of working together through collaboration and partnership, shaping joint projects that support happier and healthier lives for our residents. Together, we can better celebrate and share stories of our communities and county. We are the guardians of the Buckinghamshire Cultural Strategy and develop programmes and projects that meet gaps, needs and opportunities in Buckinghamshire.

Job Description

The Administration and Communications Assistant will support essential elements of Buckinghamshire Culture's business, including projects and programmes already in delivery, and still in development. We support flexible working and are open to how the hours are delivered but will require some time each week to be spent at our office within Buckinghamshire New University's High Wycombe campus.

As well as assisting with the day to day running of the charity, this role will champion Buckinghamshire Culture, ensuring excellent communication with partners and potential partners, raising the charity's profile and reach.

Main duties and accountabilities:

Administration

- Support the Director, Programme Manager and Engagement Producer with administrative tasks relating to the day to day running of the charity and projects and initiatives being developed and delivered. Current projects include: Open Weekend, Stories, Cultural Conference 2024 etc.
- Assist with setting up meetings, managing diaries, making room bookings, catering requirements, liaising with venues, setting up events for online ticket sales if appropriate, taking notes.
- Manage bookings and manage attendees for sector development and networking events.
- Support the Director to manage and issue papers for Board meetings. Attend quarterly board meetings (these alternate between 3.30-5.30pm and 5.30-7.30pm) and take and distribute minutes in a timely manner.
- Support activities to gather data about the sector, audiences and motivations/barriers to participation in creative and cultural activities in the county
- Assist bookkeeper with posting income and expenditure into accountancy software and preparing the Annual Accounts and Report for the Charity Commission.



- Dealing with general enquiries, via phone or email.

Communications

- Work with the team to create a Communications plan that effectively shares the various elements of Buckinghamshire Culture’s work and supports our partners in the county.
- Create and schedule posts for Social Media in line with an agreed plan, building engagement and raising profile of creativity and culture in Bucks
- Maintain the website (wordpress) as required, uploading information, creating content, keeping it comprehensive, up to date and promoting new content to current and potential users.
- Collate and send regular Newsletter.
- Maintain and develop Buckinghamshire Culture’s emailing lists, including press/media.
- Assist with planning and delivery of effective marketing campaigns to publicise and increase engagement of Buckinghamshire Culture’s projects and initiatives.
- Assist with in-house designs (social media, flyers, posters) using appropriate design tools including Canva.

Other Duties

- Proactively manage workload and adapt according to business/project need
- To work flexibly when required in order to meet deadlines.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Buckinghamshire Culture Values

Buckinghamshire Culture has a collaborative approach to its work and expects its employees to embody its core values of:

- Being open – being open, inclusive, fair and honest
- Being collaborative – creating the environment for collaboration and partnership and advocating for the power of creativity and culture
- Being curious – being curious and creative in our approach
- Having integrity – building trust and strong relationships
- Being kind – treating everyone we work with, with kindness and compassion.

Person Specification:

Competency	Essential	Desirable
Prior Experience	<p>At least one years’ experience of working with and/or in administrative and/or communications/marketing role.</p> <p>Experience of delivering quality promotion and marketing activity in line with a Communications Plan / campaign approach.</p> <p>Experience of writing and posting to</p>	<p>Experience of creating marketing and communication strategies and plans.</p> <p>Experience of working within the cultural sector or within a Voluntary, Community or Social Enterprise organisation.</p>

	<p>social media, and engaging audiences through social media platforms.</p> <p>Experience of promoting events and activities through digital, print, and press/media</p>	
Skills and Understanding	<p>Good planning and organisational skills, including time management and ability to prioritise and set deadlines – coping with conflicting and changing demands.</p> <p>Strong written and verbal communication skills with ability to adapt for different platforms and people.</p> <p>Good IT skills including Microsoft applications, web-based events software and social media</p> <p>Excellent attention to detail.</p>	<p>Understanding of national cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Good research, analysis and interpretation skills and the ability to identify problems and develop solutions.</p> <p>Understanding of the key issues affecting the cultural sector in the South East</p> <p>Ability to use Wordpress.</p>
Behavioural Characteristics	<p>A creative and driven individual with ability to work independently and as part of a team.</p> <p>Enthusiastic and willingness to work collaboratively to ensure the success of the cultural sector across Bucks.</p> <p>Ability to present a professional and positive image of Buckinghamshire Culture.</p> <p>Ability to manage multiple priorities and work to tight deadlines and schedules, without compromise of quality.</p> <p>Diplomacy and tact in supporting diverse partnerships with a range of priorities.</p>	
Other	<p>Ability to work flexible hours.</p> <p>Ability to travel.</p>	Own transport and current driving licence.

Application Process

Application deadline: **9am, 20th May 2024**

To apply please email the Director (Lallie@buckinghamshireculture.org) sharing:

1. A covering statement sharing what you would bring to the role and how your skills and experience would benefit Buckinghamshire Culture
2. Your CV
3. A statement that contains your day rate, total fee and approach to working the hours (eg: three full days or split across five) for delivery of the contract.

You may apply in writing (covering statement to be no more than 2 A4 sides) or by sharing a video covering all of these points.

Interviews will take place online on **23rd May**.

Please feel free to contact the Director (Lallie@buckinghamshireculture.org) if you would like to discuss this opportunity before applying.