



Independent Arts is an equal opportunities employer

Established in 1987, Independent Arts is a registered charity dedicated to improving the quality of life for people living on the Isle of Wight. We specialise in arts based projects and therapeutic arts activities for those in our local community, including older people and other disadvantaged groups.

Project Support Assistant

Job Description

Hours: 24 hours per week. Monday to Friday, although there may be very occasional evening or weekend work.
This is a one-year fixed term contract although we hope to renew.

Responsible to: Project Manager

Assists: Core Staff Team

Pay: £15,600 – 17,550
(pro-rata, dependent on skills and experience)

Main Duties:

The Project Support Assistant will provide support to the core staff team at Independent Arts. The post-holder will work across both the Projects elements of the charity's work and the Workshops for Wellbeing Programme.

The Project Support Assistant will be required to liaise with a number of external parties, including practitioners, volunteers, trustees and clients. The post-holder will support the delivery of all aspects of our funded projects, especially arts workshops and exhibitions delivered in locations across the Island. In addition, he or she will support the organisation in terms of marketing and public relations.

The post holder will be an arts graduate with a passion for all forms of the arts. They will have excellent IT skills, especially using iPads, have a friendly and professional approach and will have a keen interest in the benefits of community arts.

Duties include:

- Providing operational support on all of the charity's outputs, including our projects and the Workshops for Wellbeing Programme.
- Supporting the Project Managers through attending relevant volunteer recruitment events, and volunteer administration.
- Supporting the Project Managers designing and producing marketing publicity material (ie posters and flyers) for the relevant projects as required.
- Supporting the Project Managers with all aspects of project administration.
- Assisting the Project Managers on the co-ordination and delivery of Time and Tide SingAbout, DanceMakers, Creative Futures, and other creative projects.
- Supporting the Chief Executive through attending relevant events, grants administration, organisational marketing and general administration tasks.
- Developing and maintaining databases, document templates and undertaking relevant project evaluation research, as required.
- Scheduling project activities and creative sessions, liaising with creative practitioners, clients and project partners to ensure smooth delivery of all outputs.
- Working with the Project Managers to develop the public profile of the organisation through marketing activities including writing press releases, recording images of our work, handling the charity's social media and writing copy.
- Working with the Project Managers and Chief Executive to develop fundraising activities and increase the charity's income through donations.
- Other administrative and supportive duties as required.

Relevant training and ongoing mentoring will be provided by Independent Arts.

The successful candidate will be subject to a DBS check.

Project Support Assistant: Person Specification

	Essential	Desirable
A genuine commitment to the aims of the charity	X	
An arts graduate	X	
Excellent communication skills and written English	X	
Good administration and organisational skills	X	
Good IT skills including proficiency with all Microsoft programmes	X	
Able to work on own initiative	X	
Able to take instruction and listen	X	
Able to understand the importance of and maintain confidentiality	X	
Able to work as part of a team	X	
Able to meet deadlines	X	
Able to manage own workload	X	
Enthusiastic to learn new skills	X	
Able to work flexibly	X	
Familiar with creative design packages such as Photoshop, Premier Pro – or willing to learn.		X
Able to use iPads.	X	
Ability to use video cameras, or willingness to learn.		X
Familiarity with using social media	X	
Previous experience in a project support role		X
Previous marketing experience		X
Previous experience of working with older people		X
Interest and enthusiasm for community arts and its benefits	X	
Interest in the arts	X	
Driver with own car	X	