



## Information for Applicants

Please ensure you have read the information below before applying.

The job description and person specification outline the role purpose and key accountabilities of the post as well as the experience, knowledge and skills that we are looking for. You should make sure that you meet all the essential criteria and demonstrate this through your application.

Absolutely Cultured is an inclusive employer. We recognise the importance and advantages of a diverse workforce and are actively striving to broaden our workforce to become more representative of the communities we work within. We particularly welcome applications from candidates currently under-represented within our staff team, specifically those who identify as from an alternative background to White, for example People of Colour, and those who are D/deaf or disabled.

We are open to considering flexible working requests such as part time hours and/or a job share for this position. Should you wish us to consider alternative working arrangements for this position, please include a proposal with your covering letter and CV.

## How to Apply

Please send the following to [recruitment@absolutelycultured.co.uk](mailto:recruitment@absolutelycultured.co.uk)

- Curriculum Vitae
- Covering letter or supporting statement (no more than 2 sides of A4)

If you would like to submit your application in a different format, we are happy to facilitate this. Please contact us via [recruitment@absolutelycultured.co.uk](mailto:recruitment@absolutelycultured.co.uk) so that we may discuss suitable alternatives.

Complete our [Equal Opportunities Form](#) so that we can monitor our equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

## Applications must be completed and submitted by noon on Monday 1 July 2024

If you have any questions or want to discuss the post before applying, please contact us via email to [recruitment@absolutelycultured.co.uk](mailto:recruitment@absolutelycultured.co.uk).

## Interviews will take place on Friday 12 July 2024

We would like to thank you for your time and effort in submitting your application.

Shortlisted candidates will be invited to attend an interview by Friday 5 July, if you have not been contacted by this date you have not been shortlisted on this occasion. We would like to thank you for your time and effort in submitting your application.

## **JOB DESCRIPTION**

<b>Post:</b>	Marketing and Admin Assistant
<b>Reports to:</b>	Partnerships and Communications Manager
<b>Direct reports:</b>	None
<b>Salary (band):</b>	Assistant
<b>Location:</b>	Hybrid (currently min 2 days per week in Hull office)
<b>Contract type:</b>	6 Month Fixed Contract, part time, (22.5 hours per week) subject to a one-month notice period

## **PURPOSE**

The Marketing and Admin Assistant is an enthusiastic team player responsible for bringing creative flair and project management prowess to our Partnerships and Communications activities along with supporting the wider team. The role works closely with colleagues across the organisation to help us deliver high quality, multi-channel marketing activity to engage a range of audiences that include: the media, the public, businesses, partners and funders along with supporting with monitoring and evaluation activities and reporting to funders. The postholder will need excellent organisational skills, strong attention to detail and be a good time manager.

## **ROLE**

The Marketing and Admin Assistant will support the Partnerships and Communications Manager on delivering marketing campaigns, brand management and audience development activities. In addition, they will support the Partnerships and Communications Manager across a range of fundraising activities including researching funding opportunities, completing applications, data input and reporting.

## **RESPONSIBILITIES**

- Co-ordinating funder reporting timelines, liaising with the wider team to make appropriate staff aware of requirements and deadlines
- Co-ordinating quarterly reporting to Arts Council England including data entry and sourcing information from the wider team and systems
- Co-ordinating our response to the annual NPO survey
- Working with the wider team to gather appropriate data and creating a quarterly dashboard for the board

- Using Eventbrite to generate tickets for events and monitoring ticket sales (training provided)
- Making simple updates to the Absolutely Cultured website (training provided)
- Monitoring our social media channels and posting content according to an established plan
- Uploading reports to funders using online reporting systems
- Liaising with external suppliers including designers, printers, photographers etc. as necessary to support the production of marketing materials
- Research to support the development of funding applications, press releases, marketing materials etc.
- Using software (Campaign Monitor) to deliver e-mail campaigns (training provided)
- Supporting at launch events with social media, photography, media liaison etc where necessary
- Exhibition invigilation, where necessary
- Completing audience surveys, where necessary
- Social media advertising (desirable)
- Knowledge of Adobe Creative Suite (desirable)
- Communicate and collaborate with staff, funders, partners and external stakeholders as necessary.
- Keeping up-to-date with emerging digital trends and technologies, as well as sharing insights with colleagues and feeding into the decision process around developing current and emerging new platforms.
- Championing the AC brand, ensuring consistent roll out across the company.
- Supporting on researching funding opportunities and writing applications where needed.
- Undertaking any other responsibilities, tasks or activities as reasonably required by Absolutely Cultured.

## **PERSON SPECIFICATION**

### **REQUIRED**

- 1+ years' experience in an admin, communications and/or marketing role.
- Strong ability to project plan whilst remaining flexible to tight timeframes and last-minute requests.
- Excellent time management and organisational skills
- Strong research skills
- Experience working with / using social media tools, including an understanding of best practice.
- Experience working with content management systems and basic HTML.
- Solid writing skills and ability to prepare and / or edit clear, concise oral and written copy for a wide range of audiences.
- Ability to apply a clear, logical and coherent approach to the analysis and interpretation of information from a range of sources.
- Strong ability to build working relationships with colleagues and external stakeholders.

### **PERSONAL CHARACTERISTICS**

- Able to manage time effectively and cope with a demanding workload while maintaining good humour, diplomacy and confidentiality.
- Able to respond to and prioritise multiple and ambitious needs and requests from multiple stakeholders, confidently managing expectations to achieve shared goals.
- Confident, with a solution-focused work ethos.
- Excellent attention to detail and accuracy, including but not limited to meticulous attention to spelling and grammar.
- Adaptable to the developing needs and demands of the organisation.
- Work independently and as part of a team.
- Able to work outside of typical working hours.

## **EMPLOYMENT TERMS AND BENEFITS**

### **Marketing and Admin Assistant**

Details of the post are given below and in the job description. You should take care to show in your application how you can fulfil the requirements of the job.

### **Term of Appointment**

This is a 6 month Fixed Term, part time role (22.5 hours per week), subject to pre-employment checks.

### **Hours**

Your contracted hours of work are 22.5 hours per week and might include the occasional evening and weekend work as required.

### **Pay**

The salary will be £13,385 per annum (actual)

### **Pension**

Pension benefits are provided under the company pension scheme.

### **Annual Leave**

The annual leave allowance is 25 days per annum (pro rata) plus statutory holidays.

### **Place of Work**

Under normal circumstances work will be based at our office on the first floor of Humber Street Gallery. Remote working may also be required where necessary.

### **Probationary Period**

All appointments are subject to satisfactory pre-employment checks, which may include a Basic Disclosure and Barring Service (DBS) check subject to the position you have applied for. Further details will be provided when an offer of employment is made or are available on request. This position is subject to a 3 month probationary period.

### **Data Protection**

Absolutely Cultured is committed to protecting your privacy. All personal data given as part of your application will be held and processed securely by us in accordance with the GDPR and

Data Protection Act 2018. It will be used to administer your application in the recruitment process and to monitor our equal opportunities policy and practices.

Application forms of successful candidates will be retained by Absolutely Cultured and will form the basis of the employment contract and personnel record. Application forms of unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed. Your information will not be passed to any other third parties during the recruitment process.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible.