

Ideas Test Programme Assistant Job Description (2023)

Location: Ideas Test office at 5a New Road Avenue, Chatham, Kent, ME4 6BB, with regular travel to events/meetings at other locations (including 1 weekly session in Sittingbourne & 1 weekly session in Gillingham).

Management: you will report to the Youth Development Manager and will be accountable through them to the Director and Board of Trustees and Consortium.

Contract period: This role is a permanent contract

Salary: Salary £25,000

Holidays: 25 days holiday per year plus bank holidays

Working Hours: This is a full-time role, 5 days per week (37.5 hours) excluding breaks, and due to the nature of this programme, some flexibility in terms of working hours is required. This will include one weekly 'out of hours' session in Gillingham (Mondays 6-8:15pm), as well as other occasional evening and weekend working (with equivalent time off in lieu). Ideas Test operates a hybrid approach to working with full time staff expected to work at the office at least 2 days per week (Wednesday plus one other day)

Employer: The Programme Assistant will be employed by Ideas Test.

APPLICATION PROCESS

Deadline for applications is 5pm, Monday 30th October

Interviews will be held w/c 6th November

How to apply:

Please send a CV, a completed [Equal Opportunities Monitoring Form](#) and a brief covering letter (no more than one page of A4) setting out why you're the best person for the position and what you may be able to contribute, for the attention of: Bryony by email (bryony@ideatest.co.uk) or by post to: Ideas Test, Room 5, 5a Community Hub, 5a New Road Avenue, Chatham, Kent, ME4 6BB

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About Ideas Test

Ideas Test is an arts organisation based in Medway and working across Swale and Medway. Our mission is to empower communities to live more creative lives.

Our aims are to:

- Increase arts participation by supporting more people to get involved in arts and creativity as amateurs or professionals; consumers and creators
- Strengthen community leadership by supporting local people and communities to take the lead in creating sustainable projects
- Develop the professional and amateur arts community by helping to create networks, learning opportunities and supporting innovation and collaboration

To achieve that we will:

- Work with and create links between individuals and organisations from the arts sector and elsewhere across the professional, amateur and voluntary sectors
- Listen and respond to what we learn and take advantage of new opportunities
- Aspire to supporting the creation of the highest quality art and arts experiences

Ideas Test is an action research project and we are one of Arts Council England's 39 Creative People and Places programmes.

Ideas Test is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

To find out more about Ideas Test, visit our website www.ideastest.co.uk

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The Role

The Programme Assistant will support Ideas Test Project Managers and Producers to deliver elements of Ideas Test's cultural programme with the support of the Director and the rest of the Ideas Test team.

The Programme Assistant will be line managed by the Youth Development Manager and will largely support our work with 14-25 year olds, so this role is ideal for someone who enjoys working directly with young people. However, the post-holder will also support across other areas of our programme, including our work in neighbourhoods and housing estates, projects for older people and families, festivals and large-scale events, so this is an excellent opportunity for anyone looking to grow their career in cultural engagement and gain experience in delivering a broad range of creative activities.

The Programme Assistant will also support with administrative tasks as required, to ensure that data is managed effectively within the organisation.

Specific Duties and Responsibilities:

Primarily working with Youth Development Manager to

- Support delivery of the Ideas Test programme, seeking to meet programme objectives based on project objectives, consultation with communities, local insight and data analysis.
- Coordinate all aspects of production management, including:
 - **Production administration:** space bookings; sourcing materials and equipment; drafting contracts; drafting schedules; obtaining relevant licences and permissions; responding to phone & email enquiries
 - **Finance:** working within budgets; maintaining accurate financial records (e.g. expenses and petty cash)
 - **Monitoring & Evaluation:** preparing monitoring & evaluation materials; data entry; collating data for monitoring and reporting purposes; ensuring appropriate consents are obtained

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- **Marketing & Communications:** supporting project participant recruitment; promoting the programme via social media; draft content for newsletters and Ideas Test website; co-ordinating project documentation such as filming & photography.
- Provide artists and facilitators with delivery and facilitation support during programme activities as needed (particularly on the DisQuiet programme)
- Build positive relationships with artists and cultural organisations
- Build positive relationships with local community groups, voluntary sector organisations and statutory bodies to engage people from across the community, particularly communities historically excluded from cultural engagement and those living in our target postcode areas.
- Observe and promote safeguarding best practice at all times across all areas of work

In addition, the Programme Assistant will support other staff as required in relation to:

- Legal compliance matters including health and safety, equality and diversity, GDPR and risk assessments
- Monitoring and evaluation of projects
- Database, website and other data related administrative activity
- Recruiting to and publicising events and activities
- Liaising with artists

General

- Participate in Ideas Test meetings and events as required
- Keep up to date with cultural developments in the geography, nationally and with socially engaged creative practices
- Attend relevant training as and when required
- Positively represent Ideas Test at events
- Ensure that the relevant Ideas Test's policies and procedures are adhered to at all times.

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- Undertake other duties appropriate to the post and required by the organisation.

Person Specification:

Essential:

- Enthusiasm and commitment to working with communities to develop creative opportunities for people in Medway & Swale
- Experience of being involved in the delivery of collaborative creative projects
- Experience of building and maintaining positive relationships with a range of groups and individuals (e.g. community members, artists, colleagues and/or partner organisations)
- Experience of project administration, including using spreadsheets, databases and drafting public-facing communications
- Strong numeracy skills, comfortable working accurately with data and figures
- The ability to manage a varied workload to deadlines and work effectively under pressure
- Self-motivated and efficient, comfortable managing your own workload
- An active listener who enjoys building relationships with people from all walks of life
- Commitment to inclusive practice when, engaging and working with people in our local communities
- Understanding of best practice in safeguarding for children, young people and vulnerable adults (or willing to learn) Understanding of GDPR and confidentiality (or willing to learn).

Desirable but not essential:

- We use public transport where possible, but current driving licence and access to a car might be useful. Some of our venues are not served well by public transport and this role will be required to travel independently across our geography.

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- A working knowledge of the arts sector and experience of working with professional arts organisations
- Creative skills for workshops, (ideally music for the delivery of our DisQuiet programme)
- Experience in a public facing role (e.g. customer service / community engagement environment)
- Interest or experience in visual arts, music, theatre, or community arts
- Interest or experience of working on arts and wellbeing projects
- An awareness of the Creative People and Places Programme, the Arts Council England funded programme that is the principal funder of Ideas Test.

Due to the nature of the role working regularly and directly with young people and vulnerable adults, Ideas Test will need to submit an application for an Enhanced DBS check for the successful candidate. We are committed to equality of opportunity for all applicants and aim to select individuals to join our workforce based on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. We will therefore consider ex-offenders to join our workforce based on their individual merits, but any disclosures on an individual's DBS check will need to be risk assessed. For more information on this process, please refer to our [Recruitment of Ex-offenders Policy](#).

Thank you for taking the time to read this job description. Should you have any questions about the project or the role, please feel free to contact Bryony by email (bryony@ideatest.co.uk).

We look forward to receiving your application.

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