

Job: Project Assistant

Contract type:	Fixed term, 3mth
Job Title:	Project Assistant
Responsible to:	Heritage & Engagement Curator
Team:	Social Impact
Rate of Pay:	£9.50ph
Hours:	22.5 hours per week
Annual Leave:	The holiday year runs from 1st April to 31st March. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement for your contract will be calculated on a proportional basis in accordance with your hours and duration of contract

Purpose

We are seeking a Project Assistant (entry-level career development) to help us deliver this new heritage project. This is a funded internship aims to provide a young person (aged 18- 30) with their first experience in a heritage or arts role, or the 'next step' on from, for example, a volunteering role on similar types of project. We want to help diversify the arts and heritage workforce and provide fair access and progression routes in the long term.

This post is initially offered as 3month Fixed Term however, this will be reviewed at the end of March 2021 with the potential for the successful candidate to apply for an extended role subject to funding.

The Art of Resistance is an oral history, workshops and events programme about Bristol's activist heritage, funded by Heritage Lottery Fund.

The project will consist of workshop activities and sessions designed to engage the community of all ages in sharing their experiences and stories connected to the project's themes. The Project Assistant will help the project team to deliver and monitor the project activity.

Led by the Heritage Curator, your role will be to support volunteer recruitment and participant engagement and general project administration such as gathering data, circulating marketing materials and minuting project meetings. You will assist with general project enquiries and carry out general project administration tasks as required.

Duties and responsibilities

Led by the Art of Resistance *Heritage Curator* you will provide support for the following tasks:

- Administrate general enquiries from potential volunteers and project participants, ensuring appropriate paperwork and inductions are completed
- Administration of programmed activities and events, keeping records, documenting activities and gathering participant feedback, arranging and minuting meetings of those involved in the project and basic marketing tasks (e.g. writing social media content, distributing marketing materials)
- Outreach, support the Heritage Curator with exploring, building and maintaining relationships with contributor(s).
- Event production, assisting with event set-up (including on-line), stewarding, meeting and greeting workshop leaders, guest speakers and volunteers.

- Documentation of heritage material (e.g. transcribing interviews, collecting and itemising public contributions).
- Ensure relevant TCA policies are adhered to (e.g. safeguarding, data confidentiality, equal opps), helping to create risk assessments for new activities
- Ensure good internal communication between the Trinity Team and the Project Team (including Freelance Researchers) to aid in the effective delivery and promotion of the project, attending Team meetings where needed
- Assist with any other general administrative tasks that may be required for the successful delivery of the project

Person Specification

We are looking for a confident and outgoing person with excellent communication and people skills; able to work using own initiative and to work in a busy environment or remotely as required.

Essential Demonstrable experience in:

- . Administration
- . Basic numeracy
- . Communication (telephone, email and face to face)
- . IT office packages
- . Bookings, scheduling and filing systems
- . Organisation and time-management
- . Working with volunteers
- . Working with communities, community groups and stakeholders

Desirable Work/volunteer experience:

- in a community, arts or voluntary organisation or setting
- on community projects with a range people from diverse backgrounds e.g. Young People, Older People, Black, Asian and other Minority Ethnic communities
- on similar community/heritage projects in an admin/coordinator capacity

Essential - Skills:

- Able to work as part of a team
- Logistical/coordination skills (e.g. exhibitions, events)
- Can work independently, on own initiative
- Confident and outgoing with excellent communication and people skills
- Strong IT and computer skills
- Good time management

Desirable - Skills:

- Transcribing
- Audio editing
- Research
- Data entry/archiving

Applying for this role:

This is a fixed term internal post to be shared with Trinity's staff team and networks.

To apply for this role please send an up-to-date CV* and a statement (no more than 2 sides of A4) to explain your suitability for the post and any relevant experience to: jobs@trinitybristol.org.uk

*Please note it is not necessary for existing staff members to submit a CV however please do so if you have additional experience that you want to share with us that is outside of your usual role.

Deadline for applications is 9am Monday 11th January

Interview date Monday 18th January