

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title | Project Assistant

Number of hours per week: 25 hours with potential to extend to Full-Time

Working pattern: Usual office hours are 9.30am to 6pm, some evening and weekend work is required.

Salary: National Minimum Wage

Company Outline

Signal Film & Media (SFM) is an arts and media charity centred on inclusion, opportunity and skills development for both the individuals and the community. We produce a wide range of media as well as providing workshops, events and facilities. As part of the organisation you will have the opportunity to develop skill and experience unique opportunities. You will be working with a wide variety of individuals using many different technologies.

Main Purpose & Scope of the Job

This role will provide vital support to the staff, users and participants involved with SFM. Working across all areas of the organisation under the direction of project coordinators and managers you will be a key part of delivering our vibrant program of youth and adult activities as well as the day-to-day running of the organisation. You will have opportunities to develop; creative, technical, administrative and managerial skills. We're looking to find a fantastic individual to join our friendly team with a dynamic skill set.

Duties & Key Responsibilities

- To support the public face of Signal Film & Media including but not limited to: answering the phone & intercom, welcoming visitors and dealing with correspondence including email and letters
- To work closely with the Project Managers to provide practical support in preparing & delivering any workshops activities on a day-to-day basis
- To provide practical in-session support for participants in a person-centered manner
- To assist the Project Managers to recruit project participants
- To assist the Project Coordinator & Managers to publicise and promote projects, including activity on social media, website and other information sources
- To provide support for monitoring and evaluation of the project including recording attendances and collecting feedback as required
- To assist Signal staff in administrative & technical support including but not limited to data input, transcribing, workshop setup & takedown

General Responsibilities

- To work closely with Signal Film & Media staff to ensure that all administration systems are efficient, effective and up to date
- To help maintain a productive and appropriate working environment and comply with all health and safety and safeguarding standards at all times

Person Specification

You will need an open, collaborative, friendly and flexible approach to your work and be ready to provide practical support for workshops and media projects alongside possessing strong administrative skills to support regular office-based tasks.

	CRITERIA
<p>Skills & Abilities</p> <p>Necessary skills the applicant would need to perform this role</p> <p>Preferred skills the applicant would need to perform this role</p>	<ul style="list-style-type: none"> • Strong IT skills, including a good working knowledge of text & spreadsheet programmes • Highly organised with good time management skills • Ability to work under pressure in a fast-paced environment & across multiple projects • To work as a team-player in a person-centered & supportive manner • Ability to communicate clearly & patiently • Experience in technical support in areas such as website design, audio-visual, coding etc. • Experience in using creative design programmes or in editing
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of working within a creative team or organisation • Experience of communicating effectively across a range of media • Experience of administration of a range of projects and/or of a small company • Experience of using a range of digital media • Experience of working well with young people and/or vulnerable adults
<p>Desired Skills</p>	<ul style="list-style-type: none"> • Good working knowledge of the local area (Barrow & South Furness) including the work of Signal Film and Media • Holds a valid DBS check or is willing to be DBS checked through SFM • Knowledge of Equality Act 2010 • Knowledge of Safeguarding children & young people • Emergency First Aid training • Further or Higher Education in a creative discipline (Film, Media, Arts, Music etc)
<p>Personal Attributes & Other Requirements</p>	<ul style="list-style-type: none"> • An interest in digital arts, film or media is essential • An enthusiasm for, and interest in, supporting others to learn and develop themselves through

	<p>creative projects</p> <ul style="list-style-type: none">● Ability to work on own initiative when appropriate● A passion for their own learning & Continuous Professional Development● An interest in co-production of a meaningful range of media● Good understanding of budgeting within a charitable organisation● Ability to switch between different disciplines within projects under varying management styles.
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Employability Support

You will be provided with a workplace Mentor who will meet you regularly to help to progress, develop and grow during your placement so that you are in a strong position to progress into a permanent role in the company.

You will be also take part in a blended package of support from placement partners Inspira to help you prepare for the workplace, make the most of your time on placement and progress into further employment.

To Apply: Email kerry@signalfilmmedia.co.uk for an application form.

Closing date for applications is 30th June 2021.