

# NEW WRITING NORTH

November 2021

Dear Candidate,

## **Programme Assistant**

**Salary: £18,400 pa (pro rata), part-time, permanent contract.**

Thank you for your interest in making an application for the above post. Alongside the job description for the post, our websites and social media accounts will give you a good up-to-date overview of the range of our work and our creative priorities as a company:

[New Writing North website](#)

[Northern Writers' Awards website](#)

[Durham Book Festival website](#)

[Twitter](#)

[Facebook](#)

[Instagram](#)

## **About the role**

The Programme Assistant is a varied role, supporting the smooth running of New Writing North's programmes in writing and reading development, literary awards, prizes and events and, the marketing and communications activity associated with the programme.

The postholder will be highly organised and able to manage a varied workload which will include coordinating and running events, organising schedules, meetings and judging panels, sourcing content for our website and digital platforms and collecting data for evaluation.

## **About New Writing North**

### **Vision**

Writing is a powerful tool for social change and has a role to play in rebuilding communities and encouraging civic dialogue. Our work has a positive influence on social justice, the climate crisis and civic dialogue, and raises the voices of young people and those whose experiences and ideas are not yet heard in the mainstream.

We recognise that to do our work we may need to take risks, to be pre-disposed to action, to learn by doing, and, if necessary, disrupt the systems that have perpetuated inequality.

We aim to make the North a centre of excellence for literature by creating a physical centre for writing in Newcastle upon Tyne which will rebalance the national picture of who gets to write and publish and help to rejuvenate our city.

### **Mission**

Our mission is to bring people together through writing, reading and engaging in ideas, deepening mutual understanding and encouraging creative habits. We find and support talented people from all backgrounds to access creative opportunities and to enable them to flourish.

### **Values**

**We are relationship builders.** Whether working one-to-one with a writer or in partnership with a large institution, relationships are our greatest asset. We pride ourselves on being good

partners. We understand that building good relationships takes time and effort. We take a human-centred approach and work with everyone in a way that meets their individual needs.

**We are a learning organisation.** We like learning new things, both as individuals and as a team. We'll learn from our experiences, listen, respond and adapt. We will be candid with each other and our partners and be courageous in holding each other to account to improve what we do. We are audacious and tenacious, and we will reach high, take creative risks and not be scared to work in new ways to reach our goals.

**Our creativity and leadership go hand-in-hand.** We are creatively restless and energised by new ideas and are not afraid to strike ahead of the pack. We see ourselves as creatives and leaders, and we encourage all those that work with us to feel the same. We work transparently and fairly, building trust and delivering on our promises.

### **How to apply**

Apply online via our website. To apply for the post you will be asked to upload a CV and a supporting statement. Your statement should outline why you're a suitable candidate for the post and how your skills and experience align with those detailed in the person specification.

We have an optional opportunity to meet some of the team during the recruitment process (and before the deadline date). At this informal Zoom event you will be able to meet a couple of members the team, find out more about New Writing North's work, and ask any questions you might have about the role.

### **Critical dates**

**Meet the team event (optional):** 1 – 2pm, Monday 22 November 2021 (please email [fiona@newwritingnorth.com](mailto:fiona@newwritingnorth.com) to receive a Zoom invitation)

**Deadline for applications:** 9am, Wednesday 1 December 2021

**Candidates notified of interview:** Thursday 9 December 2021

**Interviews:** Wednesday 15 December 2021 via video conference

Please note that applications received after 9am on Wednesday 1 December 2021 cannot be considered.

If you would like to discuss the post in advance of application or if you have any questions about the job description please contact Will Mackie, Senior Programme Manager (Writing and Awards), by email in the first instance at [will@newwritingnorth.com](mailto:will@newwritingnorth.com).

Best wishes

Claire Malcolm  
Chief Executive, NEW WRITING NORTH

## [New Writing North - Job Description](#)

### **Programme Assistant**

**Salary: £18,400 pa (pro rata)**

**Part-time – 2/3 days, with flexibility applied to delivery of working week**

### **Terms and conditions of employment**

**Hours of work:** Our core office hours are 10am – 4pm and we are otherwise flexible in terms of how hours are worked across the week. The post-holder will be required to work occasional evenings and weekends to support the delivery of events. There is a one-hour, unpaid lunch break.

**Location of work:** The New Writing North office is in central Newcastle.

Due to the Covid-19 pandemic, the New Writing North team is currently working 60% of the time from the office, 40% from home. If new restrictions are advised by the Government, we may be required to return to home working for a period.

To support the home-working element of this role, the post-holder will need access to Wi-Fi and a quiet space to work, with the ability to join video conference calls and meetings. We will provide necessary equipment including a company computer or laptop.

Please note that our office is on the second floor of a building that is not currently accessible. If access to the office would be problematic for the post-holder, we will consider requests for the role to be home-based for the duration of the contract.

**Annual leave:** The annual leave entitlement for this post is 25 days pro-rata plus public holidays.

**Pension:** New Writing North operates a company pension scheme, which is available to all employees after successful completion of the probationary period. New Writing North makes a contributory equivalent of 3% of gross earnings.

**Training:** New Writing North offers all staff professional development opportunities and opportunities to undertake training as part of our annual People Development Plan.

**Travel:** Corporate Metro Season Tickets are available on completion of the probationary period. New Writing North supports Cycle to Work schemes and will enable participation to any member of staff wishing to benefit.

<b>Job Information</b>	
<b>Job Title</b>	<b>Programme Assistant</b>
<b>Location</b>	New Writing North Offices - Ellison Place, Newcastle Upon Tyne. NE1 8ST. The team is currently working a combination of home and office based working and will work with the postholder to establish this.

<b>Position in Organisation</b>	
<b>Reports to</b>	Senior Programme Manager (Writing and Awards) day-to-day but also supporting the Senior Marketing and Communications Manager.
<b>Budget accountability</b>	none

<b>Overall purpose of the job</b>
This is a varied post which will support the smooth running of New Writing North's programmes in writing and reading development, literary awards and prizes and events and projects and the marketing and communications activity associated with this programme. You will support programmes administratively, schedule and coordinate meetings and workshops; receive, coordinate and send out books and manuscripts for awards and prizes; support with data collection and evaluating programmes, coordinate information including for marketing and PR purposes, and support with the smooth running of both real life and digital events.

<b>Responsibilities and Duties</b>	
<b>Responsibility</b>	<b>% time</b>
1. Programme Administration	50%
2. Coordinating Information	25%
3. Evaluation, Data Collection and Monitoring	10%
4. Events, Workshop and Course Delivery	15%

## Duties required from each Responsibility

### **Responsibility #1 – Programme Administration**

- Scheduling meetings including judging meetings as well as internal project meetings
- Coordinate meetings, including booking rooms, coordinating refreshments and sending out Zoom and Teams invites
- Coordination, event support and venue bookings for roadshows, workshops and other events related to the programme
- Coordinate travel arrangements where necessary including booking trains or taxis
- Support the contracting of writers, partners and suppliers relating to programmes
- Assist with coordinating incoming submissions for books prizes
- Distribute books to judges and partners
- Calling in longlisted and shortlisted books from publishers
- Coordination of authors for development and networking events
- Coordination of speakers and workshop leaders.

### **Responsibility #2 – Coordinating Information**

- Assisting with collection of information about awardees or participants on development programmes for use in marketing and communications activity.
- Assisting with developing and revising content for web pages, application forms, and social media
- Obtain information when required from platforms including Submittable, Eventbrite, Airtable, Survey Monkey
- Undertake research as requested.

### **Responsibility #3 – Evaluation, Data Collection and Monitoring**

- Setting up evaluation forms for different projects
- Monitoring and chasing up the collection of evaluation data from participants and partners
- Ensure data is collected and logged for each project undertaking data entry
- Supporting the analysis of data from projects.

### **Responsibility #4 – Events, Workshop and Course Delivery**

- Support the delivery of events performing production assistant duties to ensure smooth delivery
- Providing basic technical support and hosting digital events
- Assist with captioning events and providing other access support where needed.

<b>Knowledge, experience and skills required to do job</b>		
<b>Area</b>	<b>Essential (required)</b>	<b>Desirable (optional)</b>
Qualifications	None required	
Experience	<p>Experience of working in an administrative capacity</p> <p>Experience of communicating calmly and efficiently with a wide range of people</p>	<p>Experience of working in a similar or related role</p> <p>Experience of working as part of a small team</p>
Skills or knowledge	<p>Excellent organisational skills</p> <p>Very strong attention to detail</p> <p>Efficient and effective communication skills, written, by telephone and in person.</p> <p>Flexibility and the ability to find solutions when working with different people/projects.</p> <p>A confident approach to problem solving.</p> <p>Excellent digital skills, and a confidence to understand how to navigate platforms such as Eventbrite, Submittable, Airtable, Slack</p> <p>Experience of using Microsoft word, Outlook, Zoom and Teams</p> <p>A self starter, able to work independently</p> <p>Ability to manage time effectively and prioritise tasks</p>	
Other factors		<p>Patience and good humour</p> <p>A mature and confident manner</p>

		<p>An interest in literature and the cultural sector</p> <p>A preference for working in a dynamic and creative business environment.</p>
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