

JOB PACK – ADMINISTRATOR & PROJECTS CO-ORDINATOR

Lancashire 2025 is a creative regeneration organisation engaging the people of Lancashire in a bold new vision for commerce, culture and creative communities. Forging new ideas, and cross sector partnerships with local, national and international organisations to deliver the most ambitious and inclusive cultural programme ever seen across the county.

Lancashire is bidding to become UK City of Culture in 2025.

Bringing Lancashire together to form one 'virtual' city', the programme will combine Imagined Architecture, Digital Transformation and Cultural Commissioning.

Lancashire 2025 will be one hundred Urban, Coastal, Rural, multi-scale and ambitious creative projects that will showcase the County's ambition and grit to the UK. Bringing people together, the programme will represent the full scope of our creative cultures by combining Culture, Commerce and Creative Communities. Creative projects will be delivered by our most progressive leaders and pioneering creatives, under-represented voices and fresh talent.

Lancashire 2025's bid is driven by a strategic partnership between Lancashire County Council, Lancashire Enterprise Partnership and UCLAN. Delivered in partnership with Blackburn and Darwen District Council, Blackpool District Council, Lancaster City Council and Preston City Council. In association with all our local authorities. Supported by Marketing Lancashire and Digital Lancashire.

RECRUITMENT

We are recruiting a number of positions to join our team through a range of Fixed Term Employment Contracts and Freelance Project Contracts.

These roles will play a key part in our exciting plans and may have scope for future continuation and development, subject to shortlisting and/or winning the bid and further funding.

This recruitment pack outlines information about Lancashire 2025, our plans and specifically the role of Administrator & Projects Co-ordinator and type of person we are looking for.

ADMINISTRATOR & PROJECTS CO-ORDINATOR – HOW TO APPLY

Please read the contents of this job pack fully, paying close attention to the Job Description and Person Specification. We suggest you also visit and make yourself familiar with www.lancashire2025.com to get a wider insight into our history, current work and future plans.

To apply please send an up to date copy of your CV, with a covering letter (covering letter strictly no more than 2 sides of A4) outlining why you think you are suitable for the role to:

recruitment@lancashire2025.com

The deadline for applications is 2pm on Friday 30th October 2020.

Interviews will take place week commencing 16th November 2020. Our preference is that interviews take place in person (in Preston) but this will be covid19 dependent and online interviews are a possibility.

OUR PURPOSE

Lancashire 2025 exists to enhance the wellbeing of all people of the county and future generations, regardless of location, through a unique arts and culture eco-system.

OUR MISSION

Lancashire 2025 aims to produce an ambitious and inclusive cultural programme at county scale that can be woven together to integrate the urban, the coast and the countryside.

LANCASHIRE 2025 LTD

A new company, Lancashire 2025 Ltd, has been established to deliver the bid, overseen by an independent chair and board. Debbi Lander is the Bid Director for Lancashire 2025.

THE TEAM

Tony Attard OBE – Chair.

Ben Blackman – Chief Operating Officer.

Andrew Caley Chetty – Technology Consultant.

Debbi Lander – Bid Director.

Mark Rawstron – Company Director.

Jenny Rutter – Company Director.

Mykey Young – Special Projects Producer.

ABOUT UK CITY OF CULTURE

The UK City of Culture title has had a transformational impact on previous host cities, securing millions of pounds of investment and acting as a catalyst for creative place-making and culture-led regeneration. Lancashire joins a number of cities and areas competing for the title, with Bradford, Medway, Gloucester and Southampton already having announced their intentions to bid.

Lancashire is a network of urban centres surrounded by areas of countryside, swathes of coastline and extensive rural hinterland (covering an area of 3,075 Km² which is twice the size of Greater London) and an area of considerable geographic, demographic and political diversity.

Where once the pioneering spirit of its people brought cotton and textiles to the world, they now attract international renown for their research into emerging technologies and social futures.

New infrastructure projects such as Eden Project North, Linear Park, the Re-imagining of The Harris and The Making Rooms are a real cultural boost to the area. Programmes of activity that connect the county's strengths in research, advanced manufacturing, science, technology and engineering with its growing creative strengths include National Festival of Making and British Textile Biennial. And Super Slow way and Left Coast are the Creative People and Places Programmes for Lancashire for, by and with local communities.

HOW OUR STORY BEGAN

The Lancashire 2025 journey began with the Lancashire Enterprise Partnership commissioning the development of a Cultural Strategy for the county, one which quickly identified the potential for economic growth and regeneration that initiatives such as UK City of Culture can bring.

Scoping work was undertaken by Andrew Dixon who worked on the bids for title holders, Hull 2017 and Coventry 2021 to assess the potential for Lancashire to bid, including extensive consultation with the cultural sector.

TONY ATTARD OBE - CHAIR

“From the very beginning we were focussed on constructing a bid that would include the whole of Lancashire, not focus on just one urban centre and then try to spread the impact out into the rest of the county. Lancashire is 80% rural, with 137 miles of coastline, assets that add immense value to our cultural landscape and that we want to emphasise, not underplay. We also have significant urban centres, all of which have their own distinct identities, none of which dominate in scale and again, each one with assets that will add weight to our bid.”

DEBBI LANDER – BID DIRECTOR

"Our bid proposition takes a holistic design approach to culture led regeneration in a county of different and diverse cultures. The county is positioning itself as a virtual city with a bold new vision for culture, commerce and creative communities. Lancashire 2025 is an invitation to imagine and construct a new kind of city in cultural and technological contexts. Future cities and its cultural dimensions are not constrained by historic or geographic definitions of place. Creative use of new technologies and digital connectivity has enabled the creation of new places or spaces more so than urban centres. Lancashire 2025 will create a Virtual City for the 21st Century."

BID TIMETABLE

28 Feb 2021 – Bid registration.

28 April 2021 – Outline bid deadline.

May/June 2021 – Shortlisted bid interviews.

29 Sept 2021 – Full application deadline.

October 2021 – DCMS visits to shortlisted bids.

Early Dec 2021 – Announcement of winner.

Subject to confirmation

ADMINISTRATOR & PROJECTS CO-ORDINATOR

Contract: 12 month Fixed-Term, continuation subject to funding. Our planned start date is January 2021 but an earlier start date may be feasible dependent on project timescales and successful candidate

Hours: 21 hours per week (3 days per week)

Salary: £15,000 (pro rata £25,000 FTE)

Annual Leave: 15 (pro rata 25 days FTE) + Bank Holidays (pro rata)

PURPOSE

Working closely with the core team to organise, fulfil and manage a range of administration systems, processes and tasks. To work with members of the core team to organise key internal and external events, workshops, meetings.

To provide Personal Assistant services for the Bid Director.

ROLES & RESPONSIBILITIES

Governance, Risk & Compliance

1. Provide administrative assistance to the Board – organising Board meeting dates, papers, taking minutes at meetings.
2. Provide administrative support the Director and Chief Operating Officer to compile and collate Board Reports and information.
3. Provide administrative support to the Chief Operating officer to comply with Companies House and Charity Commission reporting and documentation.
4. Provide administrative support to the Chief Operating Officer to compile and collate reports and information for Funders and key stakeholders.
5. Manage GDPR processes and systems in line with legislation.

Finance Support

6. Provide support to the Chief Operating Officer in terms of financial systems, processes, banking.
7. Work with the Chief Operating Officer to produce Financial Reports.
8. Administer Purchase order systems, invoice processing.

Personnel

9. Administer HR systems with regards Annual Leave, Sickness Records, Contracts.

Project Management

10. Work with the Chief Operating Officer to ensure Project Planning systems are up-to-date, monitored and managed effectively

Executive Support

11. Act as Personal Assistant for Bid Director - organising diary, undertaking administration tasks, booking travel.

Administration

12. Provide administrative assistance to the core team.
13. Develop and maintain CRM and information systems for the organisation.
14. Ensure consistent organisation of paper and computer files, systems, records, processes.

Events Co-ordination

15. Assist the team with the organisation of events and workshops.
16. Liaise effectively with venues and partners.
17. Manage event / workshop budgets.
18. Manage invites, guest lists, logistics.

Insight, Data, Evaluation

19. Work with the Insight, Data, Evaluation partnership to provide administration systems to gather information consistently and effectively.

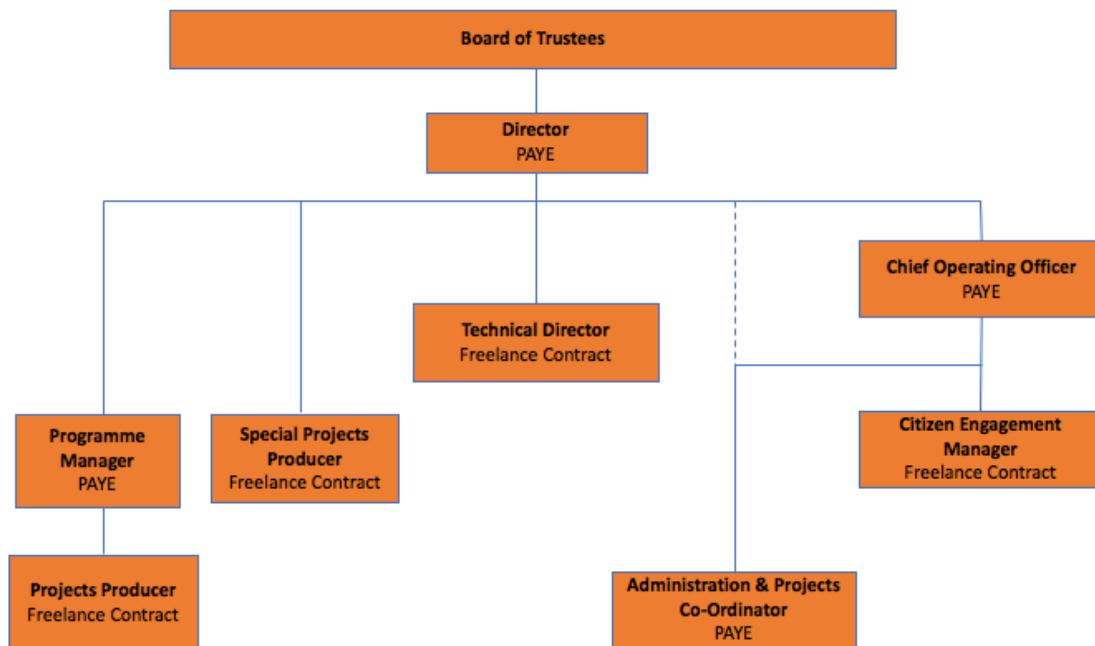
PERSON SPECIFICATION

- Qualification in Administration or relevant subject.
- Experience developing administrative systems in start-up and scale-up organisations.
- Proven Administration, Finance, PA experience.
- Experienced and competent managing financial systems.
- Excellent relationship building and negotiation skills.
- Ability to work with key stakeholders, professionals and community members at all levels.
- Experience working with senior managers and Boards.
- Experience developing systems to collate data consistently, analyse and report.
- Experience working in the public sector, in an arts or cultural organisation.

BEHAVIOURS

- Creativity.
- Complex Problem Solving.
- Critical Thinking.
- Co-ordinating with Others.
- People management.
- Emotional Intelligence.
- Judgement & Decision Making.
- Service Orientation.
- Negotiation.
- Cognitive Flexibility.

ORGANISATION STRUCTURE



FIND OUT MORE

For a wealth of information regarding Lancashire 2025, our vision and programme development, latest news and more visit: www.lancashire2025.com

APPLY

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