



Project Officer Literature Works

[Full time, two year fixed-term]

Application pack

Thank you for your interest in the new role of Project Officer at Literature Works. We are a registered charity and Arts Council England National Portfolio Organisation. We support creative writing and the development of writers and readers of all ages, from all walks of life in the South West of England. In a rapidly changing world we connect people, places and groups with the production and consumption of literature. We champion the power of poetry, story, writing and reading, working to safeguard and develop their role in our lives. We provide information, news and resources via our website and on social media.

We are delivering several major programmes of work. Most notably for this role, we are the main delivery partner of Exeter Canal and Quay Trust on [Quay Words](#), a project to develop the historic Exeter Custom House on Exeter Quayside as a hub for literature. In October 2019 it was announced that Exeter had been successful in its bid to become a UNESCO City of Literature. Exeter Custom House was central to that bid.

Literature Works, with the support of its Board of Trustees, is looking to appoint a motivated and organised full time Project Officer on a two-year fixed-term basis. The successful candidate will join a small team composed of full time CEO, full time Literature Development Officer, part-time Administrator and external accountancy services.

We particularly encourage applications from people whose backgrounds and experience are underrepresented within the creative industries, including candidates with disabilities and Black, Asian and Minority Ethnic candidates. Further particulars of the role follow, including a detailed job description, a summary of terms and a person specification. The last two pages of this document make up the application details and reference form.

How to apply

Please send the following:

1. Covering letter on not more than two sides A4 that explains why you are applying for the position and how you meet the person specification
2. Up to date CV of your relevant qualifications
3. A completed application details and reference form (the last two pages of this information pack).

Please email your application documents with the subject line **'Project Officer application'** to recruitment@literatureworks.org.uk.

The closing date for applications is Friday 29th May at 5pm
First interviews will be conducted by video link on Monday 8th June

All applications will be treated in strictest confidence and will be acknowledged. **Candidates called for first interview will be notified by 5pm on Wednesday 3rd June.**

The interview panel will include representatives of Literature Works, Exeter Canal and Quay Trust and Arts Council England.

If required, second interviews will be held at a later date to be confirmed.

A note on timing

Ideally, our appointed candidate will be able to take up their post by the end of June, but we can be flexible for the right candidate. Due to the restrictions imposed by the Covid19 pandemic, the Literature Works Team is currently home working and we are able to accommodate this for our new team member until the restrictions ease.

Please note that first interviews will include short tests of summarising skills and of basic proficiency in Microsoft Excel.

Summary

- This is a full-time, fixed term position for two years and subject to a three-month probationary period
- Reports to: CEO
- Salary: £25,000 per annum
- Annual leave entitlement: 25 days per annum plus public holidays
- This post will be based at the Literature Works' office at the University of Plymouth, with a requirement to work regularly at Exeter Custom House and to attend some meetings across the SW region. On successful completion of probationary period, some home working may be requested subject to charity policy.
- Working pattern: eight hours a day, five days a week, including flexible working on some evenings and weekends. Hours to be confirmed in advance and communicated to all colleagues.
- Travel requirements: this role will include travel within the UK to attend meetings and events, with travel time beyond normal working hours where this is unavoidable. Travel expenses will be reimbursed
- Full terms will be as per the written statement of employment.

Project Officer Job Description

April 2020

A full-time role offered on a two-year fixed term contract for the duration of the Quay Words 2020-22 project at an annual salary of £25,000

Overview

This is a key role working as part of a small team and also engaging widely with external partners. Under the direction of the CEO, the Project Officer co-ordinates selected Literature Works projects, seeing through and realising the project plan with support from other members of the team and external networks. The Project Officer will act as the Literature Works project representative at a range of external meetings. The role will have regular contact with writers and will undertake author care at events.

Foremost amongst the projects - and representing half of the Project Officer's workload - is Quay Words 2020-22, a two-year project to continue developing Exeter Custom House on Exeter Quayside as a hub for literature. Quay Words is funded by a grant from Arts Council England Lottery Project Grants and by Exeter Canal and Quay Trust, the charity in charge of developing Exeter Quayside. Literature Works is the Trust's main delivery partner for Quay Words.

Reports to

The Project Officer reports to and has regular supervision with the CEO of Literature Works. The Project Officer supports the CEO in providing timely and relevant updates and reports for funders and Project Advisory Group.

Place of work

The project officer role will be based at the Literature Works office in the University of Plymouth, with regular travel to the project locations and a significant number of working days in Exeter. The role has lead responsibility for attending and co-ordinating regular evening and some weekend Quay Words events at Exeter Custom House.

Key responsibilities

This role is responsible for carrying out a range of logistics to ensure the successful implementation and smooth running of the project according to agreed milestones and timelines. Main areas of responsibility include the following –

1. Project co-ordination

Helping to maintain effective channels of communication between all project stakeholders and partners for the Quay Words 2020-22 programme and other Literature Works projects:

- Scheduling and co-ordinating meetings between advisors, stakeholders and other relevant parties, according to the project plan and schedule

- Representing Literature Works at meetings with stakeholders, partners and others when instructed by the CEO
- Overseeing and co-ordinating the role of volunteers in support of the project
- Overseeing and ensuring filing of all project materials in the appropriate places on the Literature Works shared OneDrive
- Ensuring that sales and purchase invoices are processed, approved and coded in a timely manner, in accordance with the LW Financial Procedures guidance
- Overseeing petty cash at venues, record keeping and processing in accordance with the LW Financial Procedures guidance
- Reviewing and updating event risk assessments at timely intervals, with support from the CEO

2. Event co-ordination

Leading on the preparation and smooth running of Quay Words events at Exeter Custom House. These will regularly take place outside of normal office hours and lieu time will be agreed to make up for this:

- Venue dressing and preparation: seating, promotional materials, surveys, Green Room
- Author travel and accommodation: ensuring that these are booked and written into schedules, with the support of the LW administrator
- Liaison with Exeter City Council's Custom House Visitor Centre team
- Author care: Green Room, refreshments, booking taxis
- Box office: downloading reports, overseeing door entry and sales
- Membership: promoting and inputting to the development of the membership offer

3. Supporting project promotion

The Project Officer supports project promotion and the project's online and digital presence by –

- Advising on requirements for print promotional material and playing a key role in ensuring the distribution of these, supported by the LW administrator
- Liaising with the Literature Officer to help source project content for targeted, on brand messaging to use online and in social media
- Supporting CEO with drafting of press releases relating to the project
- Sourcing material and contributing when required to the Literature Works monthly newsletter in liaison with colleagues
- Ensuring appropriate brand representation for Literature Works, with special attention to contractual agreements, joint PR and use of logos etc

4. Reporting and project data

Ensuring that data and evidence are collected and available for analysis to support project development and ensure timely reporting:

- Evaluation: ensuring the collection and collation of evaluation data according to the evaluation framework
- Case studies and reporting: sourcing appropriate material for these
- Media library: contributing representative and diverse images/footage to the charity's media library and making these available on the OneDrive shared system

5. Fundraising

Supporting Literature Works' fundraising objectives. From time to time, as instructed by CEO, providing input to funding applications, such as project knowledge, statistics and other relevant information.

General

At all times adhering to and abiding by the standards of conduct and performance expected of LW staff -

- Supporting colleagues and volunteers to ensure excellent communications throughout the organisation and partner networks.
- Administrating own work, files, and records, attend and contribute to team meetings.
- Acting at all times in accordance with Literature Works policies and procedures, taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Undertaking any other duties assigned by the CEO which might reasonably be deemed to be within the status of the job and appropriate to the post.

Person specification

The essential and desirable attributes, experience and skills for the position are as follows:

Attributes	Essential / Desirable
Works effectively with and without supervision, observing confidentiality at all times	Essential
Successfully prioritises a varied workload and works effectively to timelines for meeting targets	Essential
Produces accurate and concise written output that includes the relevant and necessary details	Essential
Reports progress in a timely and concise manner, with the confidence to seek ongoing guidance and input as and when required	Essential
Able and available to work at evening and weekend events. (With time off in lieu)	Essential
Ability to work regularly in both Exeter and Plymouth; ability to travel to meetings across SW region	Essential
A commitment to equality and diversity	Essential
An active and demonstrative interest in the arts, heritage and cultural sector, especially the role the arts can play in social change	Essential
Skills	
Able to communicate effectively to external agencies and at partner meetings across a range of sectors	Essential

Able to digest, prioritise and summarise information effectively, both verbally and in writing	Essential
Familiar with the Office 365 suite of software programmes, including the ability to work with key formulae in Excel spreadsheets	Essential
Able to undertake own administration skills and to work effectively with a shared online filing system	Essential
Social media proficiency, in particular Twitter and Facebook, but also Instagram	Essential
Good art form knowledge of literature, books, reading and creative writing	Desirable
Experience	
A degree level qualification or equivalent work experience to match that level of knowledge. At least two years' additional and relevant work experience	Essential
Prior project management or co-ordination experience of seeing through plans and goals to completion.	Essential
Demonstrable experience of successfully managing a varied workload	Essential
Prior experience of working on public facing Arts Council England or National Lottery funded projects	Desirable
Previous experience of co-ordinating and managing volunteers	Desirable
Prior experience of working within a small, busy team	Desirable
Some budgeting and financial management experience	Desirable

Literature Works
April 2020

Application form – Project Officer, Literature Works

Please complete sections 1-3 and return with your covering letter and CV

SECTION 1: APPLICANT DETAILS

Name:	
Address:	Contact numbers:
Email address:	

Are you legally eligible for employment in the UK

How did you hear about this vacancy?

What is your notice period / earliest availability to take up a new position?

SECTION 2: DECLARATION

<p>If you are invited to interview, you will be required to sign this declaration on arrival to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent correspondence or conversation; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.</p>	
Signature:	Date:

SECTION 3:

REFERENCES

Please provide details of three referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up. If you are shortlisted for first round interviews we would like to take up as many references as possible before interview.

Name:	Relationship to you:
Organisation:	Contact numbers:
Email address:	<input type="checkbox"/> contact at any point <input type="checkbox"/> contact on offer of first round interview <input type="checkbox"/> contact on offer of second round interview <input type="checkbox"/> contact only on offer of employment

Name:	Relationship to you:
Organisation:	Contact numbers:
Email address:	<input type="checkbox"/> contact at any point <input type="checkbox"/> contact on offer of first round interview <input type="checkbox"/> contact on offer of second round interview <input type="checkbox"/> contact only on offer of employment

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