



Role title: Team & Project Coordinator
Location: Brixton, South London
Salary: £18,000 - £25,000 per annum
Hours: 4/5 days a week (open to negotiation depending on other commitments/projects)
Holiday: 20 days per annum plus public holidays
Contract: 1 year fixed term (subject to passing 3 month probation)
Start date: October 2019

The Brixton Project

Creativity lies at the very heart of our community: how we live, work, play, learn, grow and interact. And we believe it makes the world a better place for all of us, regardless of who we are or how we live; the relative success we enjoy or the challenges we face. Art, music, drama, literature, architecture, craft, food, dance and design have the capacity to unite and delight at every level of society, every stage of our lives.

For six years, we have been celebrating and promoting the local creative community as the Brixton Design Trail, and now we're upping the ante. The Brixton Project activities span creative events, consultation projects, creative communications and placemaking. From the Autumn, we will also be working in partnership with Lambeth Council to deliver aspects of the Creative Enterprise Zone programme.

Profile

We are looking for a responsible and enthusiastic person to join us - to support partners in developing projects and the day to day running of the ship.

Ideally you will be someone who's not afraid to get their hands dirty and likes to get involved with anything and everything. Someone who is a master at coordinating several projects, enjoys building relationships and can work independently.

Undoubtedly you are a bright confident person who has the capacity to hold a range of activities and stay clear headed. You are happy to support a busy team of partners and develop your own place in a team of strong minds, quick wits and eccentrics! You like work to be fun, engaging, challenging and rewarding and you are looking to contribute to something that is greater than the sum of its parts, and will also take initiative when needed.

Key role

To be first point of contact for the day-to-day running of the business.

To support the team.

To coordinate a range of projects.



Responsibilities:

- Project management.
- Participate in creative development of projects.
- Support the team in building and maintaining client relationships.
- Organise and attend stakeholder meetings.
- Create project quotes and proposals.
- Support project communications, reports and evaluation.

Administration:

- Manage the business email and be first point of contact for clients.
- Ensure finance and company admin is up to date.
- Provide administrative support to the team.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Manage and reconcile finances, handling financial queries & payments.
- Assist in posting social media content on Twitter, Instagram and Facebook, and create and deploy newsletters (highlighting our news, local events and creative community projects).
- Attend BXP & other local events to photograph and document for social media and our records.

Skills

Essential:

- Proven experience as a Project Coordinator or similar role.
- Experience in project management, from conception to delivery.
- Experience liaising with shareholders/clients.
- Solid organisational skills, including multi-tasking and time-management.
- Excellent communication skills written and verbal - high standard of written English.
- Excellent Microsoft Word and PowerPoint and excel knowledge.

Desirable:

- Hands-on experience with project management tools (Basecamp).
- Knowledge of Brixton / London community.
- Knowledge of social media marketing.
- Some experience with mailing lists and newsletter (Mailchimp).
- Basic knowledge of accounting and Xero.

To apply, please email your updated CV with the subject 'Team & Project Coordinator Role' to hello@thebrixtonproject.com by Monday 30 August. Interviews will take place in August/September, with the start date for this post in early October.