

Programme and Communications Assistant

Application Pack

Spread the Word, London's literature development agency, is seeking a part-time **Programme and Communications Assistant**. The role will provide vital administrative support across our programme of activity and communications in print and online.

About Spread the Word

Spread the Word is an arts charity and an Arts Council England National Portfolio Organisation. Founded in 1995 by novelist Bernardine Evaristo MBE and Ruth Borthwick (who went on to be Director of Arvon), we work to support, develop and advocate for London's writers, and to develop a thriving and diverse literature scene in London.

Our vision:

Stories by London's diverse writers are reflected in and enhance our culture.

Our mission:

We create opportunities for storytellers, creatives and readers to change the conversations we have and reimagine the world we live in by:

- Running inclusive creative writing programmes and offering practical ways for writers to get their work into the world.
- Discovering Londoners who love words and nurturing those who want to write, read and share stories.

Our values:

Kind, Brave, Open

Our work:

Our work is focused on engaging Black, Asian, Global Majority, deaf and disabled, LGBTQ+, working class and low-income writers, and young people.

We have a national and international reputation for initiating change-making research and developing programmes for writers that have equity and social justice at their heart. In 2020 we launched *Rethinking 'Diversity' in Publishing* by Dr Anamik Saha and Dr



Sandra van Lente, Goldsmiths, University of London, in partnership with The Bookseller and Words of Colour. Working with CRIPtic Arts, in 2022 we published *Access to Literature*, which presented the first national picture of the barriers deaf and disabled writers, creative producers and audiences experience in accessing the literature and publishing sectors.

We open up access to developing a craft and a career as a writer, by working across London and delivering a regular programme of free or low-cost workshops, events and masterclasses that are open to public booking, and often run in partnership with publishers and agents.

We run national programmes like the Disabled Poets Prize and high-profile development programmes like the London Writers Awards that have found writers such as Natasha Brown and Tice Cin, and the award-winning Early Career Bursaries for London Writers on a low-income. Our partnership projects include: the CRIPtic x Spread the Word Salon for D/deaf and disabled writers, Uprising & Resistance which uses poetry and visual art to respond to archival silences surrounding slavery in Early Modern London with John Hopkins University, Black Beyond Data and Ink Sweat & Tears, and, for young people, Nature Nurtures with the London Wildlife Trust, Black Girls Hike and London Youth.

We have been growing the work we deliver in our home borough of Lewisham including the annual Deptford Literature Festival and community projects with Youth First, Entelechy Arts and Triangle LGBTQ+ Centre, amongst others. We have a bold vision to make Lewisham the UK's first Borough of Literature.

www.spreadtheword.org.uk

About the Role

Spread the Word is delighted to be seeking an enthusiastic Programme and Communications Assistant. This is an exciting time for the organisation as we seek to increase our reach and impact for London's writers.

As the Programme and Communications Assistant, you will provide vital administrative support across our programme of activity as well as working closely with the Communications and Impact Manager to support Spread the Words communications in print and online.

You will be able to demonstrate good practice and commitment to accessibility, diversity, equality and inclusion, as well as a passion for engaging people with words and stories.

This multifaceted position requires excellent organisational, time management and communication skills. We're looking for an enthusiastic person who is keen to develop their career in the arts and deepen their passion for literature, cultural democracy and supporting London's writers.

Based at our office at The Albany in Deptford, SE8, you will be a valued member of our small team that currently comprises of:

- Director (Full-time)
- Programme Manager – Writer Development (Full-time)
- Programme Manager – Community Engagement (Part-time)
- Communication and Impact Manager (Part-time)
- Programme and Communications Assistant (Part-time)
- Bookkeeper (Part-time)

Job Description

Job title: Programme and Communications Assistant

Contract: Part-time, 4 days a week (32 hours), 1 year fixed term contract with potential for extension (subject to funding).

Salary: £22,400 (£28,000 FTE) + NEST pension

Ideal start date: June/July 2024

Line Manager: Director

Location: Our office is currently based in Deptford, London. Hybrid working, 2-3 days in the office per week is expected.

Holiday: 20 days annual leave, plus bank holidays.

Probationary period: 3 months, during which the notice period is 1 week. The notice period will then increase to 1 month.

Wellbeing support: Access to The Print Charity's confidential helpline (advice on wellbeing, personal finance, changes at work, family and personal, legal, counselling) with free confidential counselling offered.

Purpose of Post

Programme administration:

- Provide support for the management and delivery of programmes, regular programme activity, monitoring and evaluation reports and data, events, presentations, fundraising applications and board papers as necessary.
- Act as the main contact for general enquiries through phone and via email.
- Manage the organisation's membership scheme (the London Writers Network) with the Programme Manager and Communications and Impact Manager.
- Manage the effective running of the office and meeting room including ordering office supplies and managing stock.
- Attend programme event activity as required, and company meetings.

Communications:

- Support the management of the organisation's social media channels and newsletter/s, including creation of images and copy and scheduling posts.
- Ensuring the organisation's GDPR and Privacy Policies are implemented.
- Support the managing of the organisation's website, including uploading copy and articles, e-commerce and online data collection.
- Support the Programme Managers and Communications and Impact Manager with communicating online and in-person event/ workshop information to audiences and managing access requests.

General:

- Maintain confidentiality at all times.
- Work actively with Spread the Word's Environmental, Equality and Diversity, Safeguarding, Health & Safety, and other policies.
- Undertake any other duties reasonably requested by senior managers.
- Carry out duties in accordance with Spread the Word's policies, mission, vision and values at all times.
- Maintain positive and constructive relationships with strategic partners and funders.
- Engage in training and professional development as appropriate.
- Act as an ambassador for Spread the Word as required, representing the organisation externally in the best possible light
- Support the team with ad hoc duties that might reasonably be deemed appropriate to the post.

- You may work with vulnerable adults, children and young people and will require a DBS check. If you do not already have this, we can apply for one for you.

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required. Other responsibilities may be added depending on experience and need.

Person Specification

About you

You'll be a motivated and enthusiastic individual with a keen interest in the literature, writing and creative sectors. You'll have 1-2 years' experience working in arts and/ or administration and a good understanding of managing multiple programmes of activity and working within a small team.

Required skills and experience

- Demonstrable relevant experience that speaks to the job description, gained in an arts, charitable or work setting.
- Strong IT skills: including experience of using Microsoft Office/ 365 (Word, Excel, Outlook, PowerPoint) and Google Drive.
- Good written and verbal communication skills.
- Social media proficiency (Instagram, X, Facebook, LinkedIn).

Desired skills and experience

- Strong numeracy.
- Experience of editing/ assessing submissions/ applications.
- Digitally proficient: experience of using: WordPress, Zoom, Microsoft Teams, Submittable, Survey Monkey, Canva, Buffer, Mailchimp, Eventbrite, and Kapwing.

Personal attributes

- Able to work with a team as well as independently.
- Able to balance and prioritise a busy workload.
- Able to work to agreed deadlines and achieve targets.
- Able and available to work at evening and weekend events (with time off in lieu).
- A good listener and a willingness to share knowledge and resources.
- Empathy with the mission and values of Spread the Word.
- A keen interest in literature, writing and creative sectors.

- Demonstrable commitment to equity, diversity, inclusion and access.
- Demonstrable knowledge of, and a passion for, literature and writing.

How to Apply

Job advertised from: Tuesday 19 March

Deadline for applications: 10am, Wednesday 24 April

Shortlist confirmed by: Wednesday 1 May

Round one interviews: Wednesday 8 May

Round two interviews: Wednesday 15 May

Please apply by completing the questions in the [online information form](#) and attaching the following files:

1. A cover letter outlining how you meet the job description and person specification and why you would like the role (no longer than 2 sides A4);
2. Your CV (no longer than 2 sides A4);
3. Completed Equal Opportunities form. The form will be separated from your application on receipt. [You can download it here.](#)

We particularly welcome applications from people who are currently underrepresented in the literature and publishing industries. If you rarely see people like yourself in the arts, for any reason, we particularly encourage you to apply to this role.

[Apply now using our online application form.](#)

The deadline for applications is **10am on Wednesday 24 April**. Please note that late applications will not be considered.

If you are experiencing any issues with your application, please contact Ruth Harrison: ruth@spreadtheword.org.uk