



Job Pack Freelance Administrator

Applications Due by: Midnight 20th November 2022

Interviews: 30th November 2022

Start Date: Week of 5th or 12th December 2022

Cockpit is hiring an experienced administrator to join our team as a Freelance Administrative Assistant. Reporting to the Programme Coordinator, this new role will support the effective delivery of Cockpit's London Creative Network programme.

- Fixed term freelance contract for 52 days @ £105 per day
- This is a freelance role commencing December 2023 for a fixed term period of 4 months and a maximum of 52 days at an average of 3 days per week.

About Cockpit

Cockpit is London's leading studios for contemporary craft. Home to 160+ independent creative businesses practicing in over 20 different disciplines, we are the UK's only business incubator for makers. With a mission to bridge the gap between talent and opportunity, we are recognised on the NatWest SE100 as a top 100 social enterprise. Enjoying an international reputation for excellence, we are a destination for talent and talent-spotters, having launched the careers of some of the major names in craft. With a new vision and fresh brand launched this year, and a major capital project due to complete in 2023, this is a thrilling time to join Cockpit and bring the stories of our 160 makers to a wider world.

About the Role

Cockpit is hiring a freelance administrator to support our Business Incubation Team delivering our London Creative Network to craft and design businesses, principally individual practitioners, and sole traders, based both at Cockpit's studios and outside.

Reporting to the Programme Coordinator, this role is responsible for supporting the administration associated with the London Creative Network programme. You will be supporting all elements of programme delivery which includes workshop delivery and one-to-one coaching.

Main duties

You will assist in collating, checking, and managing data related to the programme. Maintaining and creating files and evidence of outputs related to the programme. You will support the quarterly programme reporting and assist with the process of programme closure. You will assist with the planning and delivery of our workshop programme, supporting events which take place about once per week.

This role is core to Cockpit's delivery of the European Regional Development Fund London Creative Network programme and is part-funded by the European Union.

About you

We are looking for an experienced administrator, used to working on their own initiative as well as within a team. You will be organised and used to working to tight deadlines and have excellent attention to detail. You will be familiar with Office 365 applications (Excel essential) and used to

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working with databases and managing data. Experience of ERDF projects is desirable but not essential.

Job Description:

- To work with the Programme Coordinator to ensure accurate reporting and administrative management of the London Creative Network activity, with regards to (but not exclusively) maintaining filing systems, data entry, managing workshop and 1:1 bookings/attendance.
- To work with the LCN team to ensure compliance with ERDF requirements
- Provide administrative support for the LCN programme, with regards to (but not exclusively) collecting, checking, and managing all data, maintaining evidence files for outputs and programme checks, audits and closure.
- To assist the Programme Coordinator to prepare Cockpit Arts programme expenditure and client files for quarterly reporting
- To monitor and check the completion of project documentation to help minimise errors and ensure reporting of programme outputs
- To assist the Business Incubation Team with organising and delivering regular events
- To manage the diaries of the Business Incubation Team.
- To undertake any other duties associated with the London Creative Network programme as required by the Business Incubation Team.
- To represent Cockpit Arts externally as required.

Diversity drives creativity

Cockpit is committed to inclusion, diversity and equity in all our activities, knowing that creativity and innovation are fuelled by diversity. Recognising that equity is a matter of social justice, we foster an inclusive culture where all aspects of diversity are celebrated and seen as key to success and flourishing. We are committed to building a more diverse community and creating an environment where anyone, from any background, can develop their talents, do their best work and realise their full potential. We especially welcome applications from candidates with backgrounds currently under-represented in craft. Read more about our commitment here: <https://cockpitstudios.org/careers/diversity-and-inclusion/>

How to apply

To apply, send a CV and covering letter outlining how you fulfil the brief to: emma@cockpitstudios.org

On submission of your application please also complete our equal opportunities monitoring questionnaire: <https://cockpit.beaconforms.com/form/4aac0bd0>

- Deadline for applications is midnight 20th November 22
- Applicants will be informed if they have been selected for interview on the 24th November 2022
- Interviews will be held on the 30th November
- Start date will be week of 5th or 12th December 2022