

Fixed Term Contract Admin Assistant for What Next?

What Next? are seeking to recruit an individual on a freelance fixed term basis to support the smooth running of the movement by providing excellent administrative support to the core team and chapter chairs.

Role	What Next? Admin Assistant
Location	Must be able to travel to London as required. Other work can be completed remotely. Travel expenses will be covered.
Fee	2 days per week (Friday and Tues PM would be preferred) Fee of £200 p/day
Contract Period	September 2019 - December 2019
Application deadline	Monday 2 September, 5pm
Interview Date	Tuesday 10 September
Application Details	Please send CV and a cover letter no longer than 2 sides of A4, outlining the skills and experience that make you suitable for this role to clarethurman@gmail.com by Monday 2 September 2019, 5pm . We cannot accept any applications after this deadline. In your cover letter please ensure you respond to this brief and indicate your availability for a face-to-face (in London) or skype interview on Tuesday 10 September.

About the Role

What Next? Is looking to recruit a short-term administrator to provide excellent administrative support to the small core team, steering group and across the wider movement.

You will work with the team to develop and coordinate the What Next? Movement. The role will require you to support communication between chapters across the UK, to provide general administrative support to the core team and to manage the administration relating to the weekly Young Vic What Next? chapter. In addition, we are looking for additional

support to ensure the smooth running of our planned activity between September - December 2019 which includes a strategic relaunch and accompanied roadshow of events across the country and communications refresh.

Responsibilities include;

What Next? Communications Support

- Co-ordination of social media content including twitter and our closed Facebook group for chapter chairs
- Managing the Chapter Chairs Trello board
- Attendance at the What Next? Young Vic meetings identified as being live-streamed to film and manage any questions for the speaker
- Preparation of a monthly digest of news and activity from across the movement
- Communicating with chapter chairs as requested by the members of the core team
- Support and deliver a refresh of content on the What Next? Website including an update of resources on the What Next? Website, amending any WN? Chapter pages on an ongoing basis, refreshing header images and links and archiving old project content
- Create an end of quarter quantitative comms report using website analytics and social media stats for the core team

Coordination of the What Next? Strategic Relaunch workshops

- Project management of the administration and logistics of the strategic relaunch activity, overseeing all aspects of its delivery
- Ensure smooth running of the 5 x relaunch workshops in collaboration with the core team and the lead What Next? Chapter chairs
- Promote events and activities across the movement and the sector
- Support the logistics and participant communication as required by the lead chapter chair for each workshop
- Manage logistics of other relaunch activity (for example national partners lunch and zoom session for chapter chairs)
- Book travel and accommodation as required by the core team and steering group
- Support the core team to write-up findings and feed into the new strategic plan.

General Admin Support

- Keeping the What Next? Chapter Chairs contact list up to date with the correct contact details and latest news
- Coordination of our quarterly chapter chairs meeting including managing RSVPs from attendees and steering group, venue and participant liaison plus attending the two quarterly Chapter Chairs meetings (23 September and 5 December) and support all logistics on the day
- Managing the bi-weekly core team and steering group meetings

- Managing the central email address by responding to/forwarding emails as appropriate
- Preparation of any data for comms/funding/progress reports as requested by the core team
- Contribute to the core team Trello Board for tracking ongoing tasks and managing work streams
- Support the core team to manage the What Next? Finances, help to process invoices and prepare quarterly accounts for the steering group.
- Any other duties that may be reasonably requested by the What Next? Core team

What Next? Young Vic Support

- Build WN? Agenda in Mailchimp and send agenda every Tuesday before 6pm
- Add analytics from mailchimp to the quarterly report for steering group

We are looking for someone with skills and experience that show;

- Proven track record of an organised and methodical approach to work, combining attention to detail, excellent administrative skills and an ability to meet deadlines
- Demonstrable experience of supporting the development and delivery of a communication strategy, including website management and social media.
- Confident and articulate, with excellent written and oral skills
- Demonstrable experience of coordinating projects
- An ability to work as a member of a small team and to be flexible according to current priorities, with experience of working remotely and using online sharing tools
- Familiarity with the UK arts sector
- A commitment to inclusivity and equality
- Demonstrable experience of working with a range of external partners including senior level stakeholders
- Understanding of GDPR requirements for data handling and storage
- Experience of live streaming desirable.

About What Next?

What Next? is a national movement of arts and cultural organisations, artists, funders, policy makers, institutions, and individuals who come together regularly to articulate and strengthen the role of culture in society. We're interested in how we can act together to make change happen and how we can hold an authentic conversation about value with decision makers, the public and each other.

A non-constituted, open network of self-forming chapters, we aim to work collaboratively to build alliances outside of the cultural sector, build relationships with local and national government, and engage the public in new and different conversations about the arts. We

argue for the ways that the arts and culture strengthen every aspect of the national economy and our social well-being and cohesion, and seek to make this case working closely with national bodies such as the Cultural Learning Alliance, Arts Council England, and the Creative Industries Federation.

We aim to be responsive to the changing climate and the ideas of everyone involved, working voluntarily together to take action around issues and challenges that face us all. What Next? reflects a thirst amongst individuals in the cultural sector around the country for honest and refreshing dialogue, and for shared action. Our work together in turn builds stronger networks and outward-facing collaboration, shares best practice and mutual support, and equips the sector to articulate a convincing case for the role of culture in society to decision makers across political worlds.

Over the last six years the What Next? movement has grown organically to encompass 34 chapters around the UK, each meeting regularly under Chatham House rules and our central principles and values. They bring together individuals, organisations and institutions to work on locally significant issues, and to consider how to contribute to wider action. Each chapter identifies its own priorities as well as collaborating with others and working as a national movement. Some are headed by established cultural leaders, some by young professionals at the start of their career. All activity is open to anyone who chooses to attend. Chapter Chairs step forward to take the initiative to set up each What Next? Group.

The number of people involved in What Next? is estimated to be in the region of 2,000 - 3,000 people.

For more information about the movement, visit our website

<https://www.whatnextculture.co.uk/>

How to Apply

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