

## Project Assistant Job Description

**Job Title:** Project Assistant

**Organisation:** Creative Land Trust

**Location:** London, United Kingdom (but with remote working possible and site visits to London addresses)

**Application Deadline:** 25 November 2023

**Position Type:** 2 days a week (or equivalent)

**Contract Duration:** 12 months

**Pay:** £35,000 0.4 FTE = £14,000

**Reports to:** Operations Manager

**Responsible for:** Overseeing and liaising on day-to-day management of site-specific projects in the portfolio.

**About us:** Creative Land Trust (CLT) is a charitable organisation set up in 2019 to tackle a long-standing problem for London, and indeed other global cities – to reverse the loss of long-term, affordable workspace for creatives. London’s competitiveness as a global city is built on its vibrant creative sector. Our creative industries generate more than £52bn each year. One in six of the UK’s new jobs are in this sector. London is a cultural powerhouse, but its very success is pricing artists and makers out of our city. The loss of affordable workspace, and consequent outflow of artists, presents a serious threat to the wellbeing and prosperity of a city so reliant on creativity for its success. According to (pre-COVID) research conducted for the Mayor of London, 24% of sites containing artists’ workspaces were at risk of closure. Artists are unable to focus their time on their practice due to the instability inherent in relying on temporary workspace, and expert studio providers are displaced from their locations despite years of building social capital. London’s many excellent artists face growing difficulty in securing even “meanwhile” space. Creative Land Trust is seeking to build a new financial and operating model to secure long term, affordable workspace that would otherwise be unattainable.

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outset.

We are a team of six people in the Executive. An office space will be available in central London, but there is also the option to work remotely. The team meets once a month in person for a Team Day in London, once a week online for a Team meeting and every day online for a short social non-work related catch up, as well as other video calls throughout the week. The Project Assistant will also be required to attend sites at buildings in our portfolio around London.

**Role Overview:** The Project Assistant is responsible for oversight of site-specific projects being activated into the Creative Land Trust portfolio and as the team's liaison once they are operational. This is a key time in CLT's development. The role will look to support management of the organisation's portfolio of sites including our Alice Billings House project. The first phase of capital work at Alice Billings House, in Stratford London, which is currently funded and in progress, will see the first part of this new studio complex occupied in January 2024. This will require liaising with the Studio Provider tenant on ongoing activities. With Development Phase funding from the National Lottery Heritage Fund now in place, oversight will be required for with design, planning and outreach activities that are required over the next twelve months. Support may also be needed while a submission is put together for our National Lottery Heritage Fund Delivery Phase bid.

Your efforts will ensure smooth running of our portfolio projects including Alice Billings House maintaining good relations with tenants and the teams working to successfully bring them to life. In helping grow CLT's portfolio you will help to secure and protect affordable studios to London, for the benefit of artists, the creative community and London's cultural offer.

### **Key Responsibilities:**

- Liaising and reporting on daily matters with the design team and suppliers on the programme, designs and planning;
- Running tender processes for potential studio provider tenants and suppliers related to site activation projects;
- Liaising with the Studio Provider tenants and their staff and subtenants on estate management issues and on regular reporting matters;
- Working with the Operations Manager to ensure Facilities Management processes, risk management and budget are adhered to;
- Liaising on outreach activities with the studio provider tenant's cultural engagement team on the activity plan;
- Liaising with the Marketing and Communications Executive on communication opportunities for the project;
- Supporting bid writing of future funding opportunities for the project;
- Key holder for the site and point of contact for access.

**General:**

- Offering flexible support for the work of the Trust generally, as and when necessary. Provide cover for other members of the staff team ensuring that the work of the Trust can continue effectively and without interruption;
- Representing Creative Land Trust at external events,

**Requirements:**

- Commercial property knowledge especially capital fit out for artist/ creative workspace and refurbishment of heritage assets
- Project management experience
- Previous operations experience

**Essential:**

- Excellent communication skills
- High level of personal integrity
- A team player, who lives and leads in accordance with the organisational values
- Proactive and independent-minded

**Desirable:**

- Knowledge of artist and creative sector
- Knowledge of artist and creative workspace requirements
- Experience of artist studio operations

**Benefits:**

- Flexible working hours
- Opportunity to make a significant impact on a meaningful project in London's creative sector
- Work in a collaborative and supportive team environment.

**How to Apply:** Please submit your CV and a cover letter outlining your relevant experience and explaining your interest in this position to [info@creativelandtrust.org](mailto:info@creativelandtrust.org). Please include "Project Assistant Application - [Your Name]" in the subject line. Applications will be accepted until 25 November 2023.



If you feel you meet some of the criteria but not all, we really hope you'll enquire and learn more.

Creative Land Trust is an equal opportunity employer. We encourage candidates from all backgrounds to apply, regardless of age, sex, gender, disability, race, religion, sexual orientation, marital status or pregnancy/maternity.

If you have any access requirements and need reasonable adjustment/s to any part of the process, then please contact us on [info@creativelandtrust.org](mailto:info@creativelandtrust.org).

We look forward to reviewing your application.