

CHARLES CAUSLEY TRUST

PROGRAMME ASSISTANT – JOB DESCRIPTION

1.EMPLOYMENT DETAILS.

Job Title – Programme Assistant, The Charles Causley Trust.

Responsible To – Board of Trustees through their Chief Officer.

Line Manager – The Programme Director of the Trust.

Place of Work – Flexible, but most time spent in Launceston.

Employer – The Charles Causley Trust.

Salary - £12,150 pa (3/5 of FT salary of £20,250)

Hours – Part-time, 3 days/21 hours per week.

Contract – 12 months fixed term with a further 12 months subject to continuation of project funding and possibility of further extension. (there is the possibility of self-employed status if wished and subject to discussion)

Holidays – 12 days plus public holidays.

Pension – 6% employer contribution available subject to negotiation and regulations.

Start Date – The post is project linked and due to start in February/March 2018.

Probationary Period – Two months service.

2.JOB PURPOSE.

To play an important role in supporting the Programme Director of the Trust in his/her main function of aiding the Trust in preserving and enhancing Causley's poetic legacy and the maintainance and use of his former home at Cyprus Well, Launceston. This to be achieved mainly through a project called “Fuelling the Flame”, planned to commence in February 2018. This project is funded by ACE and other partners.

3.MAIN DUTIES.

- a) The main duties could be to assist in any of the areas described in the “Main Duties” section of the job description of the Trust's Programme Director. Notable amongst those duties are the support of the Board and associated meetings, close working with the Trust's partners, fundraising, managing Cyprus Well and Writers in Residence, international and local poetry competitions, website management, supporting the Charles Causley Festival and supervising any University interns.
- b) The specific duties will be a matter for allocation by the Programme Director in consultation with Trustees and taking in to account the skills and experience of the appointee.
- c) It is likely that the specific duties will revolve around such matters as the day to day administration of the Trust, project and financial control, fundraising and management of the Trust's website and on-line activities. There may also be some responsibility for the management of the proposed University student intern.

4.PERSON SPECIFICATION.

- a) Education to at least A-Level or equivalent standard with a high level of literacy.
- b) Project management experience and the ability to work in a multi-tasking environment.
- c) Evidence of success in budgeting, financial controls, accounts – as well as fundraising.
- d) Some experience of working with trustees or voluntary bodies would be an advantage.
- e) A good level of computer literacy and IT skills and a demonstrable ability to manage a website and social media outlets.

- f) Good presentation and communication skills.
- g) Ability to plan, prioritise and deliver tasks with the minimum of supervision with adaptability to varying work patterns and out of office hours requirements.
- h) Desirably – an interest in poetry and the arts and some knowledge of the works of Charles Causley.

DWF – 25/1/18