



**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**

V&A

STEP

Community Engagement Assistant, V&A East

The Role: Community Engagement Assistant (STEP Intern)

Salary: £14.80 per hour

Hours: 36 hours per week, 9am-5.15pm Mon-Fri

Location of Role: V&A East Storehouse/V&A East Museum

About the Organisation:

V&A East is dedicated to creative opportunity and its power to bring change. Two free cultural destinations – V&A East Storehouse and Museum – will open up the V&A collection for all, celebrate making in all its forms and create new possibilities for everyone.

V&A East Museum celebrates making and creativity's power to bring change. Created with young people and rooted in east London's heritage, V&A East Museum explores what's shaping our world with the voices leading contemporary culture.

V&A East Storehouse is a unique new museum experience opening up the V&A collection to everyone. Go behind-the-scenes to make new discoveries, explore untold stories and share ideas.

Find out more [here](#)

We strive to integrate **equality, diversity, and inclusion** consistently and naturally into all our activities. We are proud to be an **open, tolerant, and diverse** organisation. We want to do more to welcome a broader audience and develop a more diverse workforce.

The V&A values are **Equity, Sustainability, Generosity, Collaboration and Creativity**.

Disability Confident

We are committed to guaranteeing an interview for applicants who identify as having a disability and meet the minimum criteria for the post. If you are applying under the scheme, the recruiting manager will be notified. If short-listed, we will ask you about any reasonable adjustments you need to participate in the next stage of the selection process.

About the role

Summarise the role you are recruiting for with an outline of the key roles and responsibilities.

- Assist with Youth Collective and the YC celebration event by attending sessions, building relationships with participants, and handling administration tasks such as emailing session details and arranging refreshments. Youth Collective sessions will run Thursday evenings fortnightly.
- Respond to queries in the V&A East Engagement shared inbox
- Provide administration support across youth and community programmes, including documentation, data management, finance, and evaluations.
- Be able to commit to working late evenings and weekends, when requested.
- Support the Senior Producer with the new iteration of Make Space, one of our Young People's programmes.
- Opportunity to contribute to the V&A East blog with posts on Community Engagement programmes and workshops.
- Actively support the development and delivery of the upcoming Contemporary South Asia programme. This will entail working directly on the project from ideation to delivery of workshops.
- Support on Young peoples and Community programmes. These programmes include Creative Careers Festival, , Summer School and Careers Week.

- Support with the pre event preparations for our Sunday, Community Programme, Ideas Exchange .
- Assist with the delivery of creative workshops and events with schools, young people, and community groups in East London.
- Any other reasonable requests relating to the role.

Essential skills & behaviour

Provide clear summary of the requisite skills and behaviours. Such as:

- Clear written and verbal communication
- Organised and able to prioritise
- Collaborates well in a team and seeks feedback
- Comfortable learning new digital tools

How to apply

Complete our STEP application form by 5pm on 12 July, you can upload video or audio responses.

STEP application form

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>