

# Rosetta Arts Projects & Administration Assistant

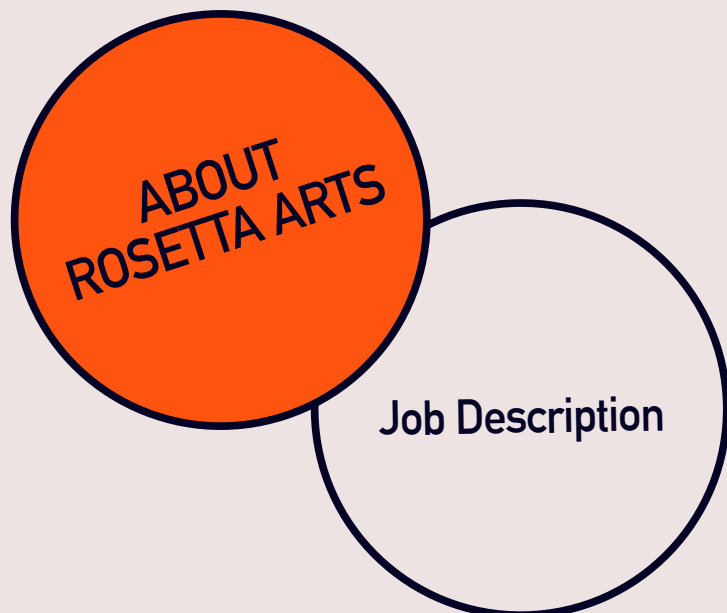
Location of role:  
London, E15 3AE

Placement hours: 35

Working pattern:  
F/T Mon–Fri,  
with occasional  
weekends

Placement length:  
12 months

Salary:  
£13.15/hour



Rosetta Arts is proud to be a dynamic and diverse organisation, delivering exciting, innovative and creative courses, workshops and experiences for people in east London. 2023 marked our 30th anniversary, having been founded in 1993 by altruistic artist & tutor, Yvonne Humble.

We continue her vision today by working across gender, disability, age and income, responding to poverty and inequality by acting as a catalyst for creative talent.

At our home base in West Ham, we have several art spaces and studios, a pottery studio with kilns, photo studio, darkroom and a gallery. Our work is mainly in the visual arts but also includes creative projects around upskilling, greening, gardening and cooking, as well as recycling and upcycling.

At the heart of our programming there is something for all ages and stages of a person's creative learning and development, and accessibility is always a key consideration in both engaging with and delivering for the local community.





Rosetta Arts seeks a personable, enthusiastic and proactive individual to join our small, busy team via the STEP programme.

This is a hands-on and varied post, working with a wide variety of stakeholders and participants in East London. A tangible willingness to learn, and to contribute creatively to Rosetta's programming would be greatly welcomed.

## TASKS AND RESPONSIBILITIES

- Assist the project and administration teams in delivering excellent programmes of work, via efficient systems.
- Assist in the preparation and delivery of projects both on and off-site, working with a wide range of participants and delivery partners.
- Support Rosetta's partnership working, and be an ambassador for our work across the borough.
- Participate in team meetings and staff away days, and contribute creative ideas.
- Collaborate with the team to continually improve delivery, and highlight areas for improvement.
- Conduct research for further partnership and funding opportunities.
- Support the team in evaluating our activities for internal KPIs, as well as external funder requirements.
- Maintain files and folders, input data into our CRM and work collaboratively on our project management software, ensuring accuracy.

- Be customer-facing where necessary (in-person and over the phone).
- Attend both internal and external meetings
- Support the team on various administrative tasks

## SKILLS AND EXPERIENCE

### Essential:

- Proven interest in the arts, knowledge of the cultural sector.
- Ability to work on a variety of tasks at any one time, and to prioritise effectively.
- Ability to handle administrative matters and record keeping.
- Ability to work cooperatively and productively with other members of staff in a small organisation.
- A high standard of organisation and efficiency.
- A self-starting and proactive approach to work.
- Excellent communication skills – both written and verbal.

### Desirable:

- Knowledge of IT and Design Software.
- Numeracy and basic budgeting skills.
- Ability to ensure projects are monitored and evaluated, and to complete reports on time.
- Experience of working with vulnerable adults and children in a community setting.
- Experience of using social media.
- An understanding of and commitment to promote safeguarding in all aspects of the post.

## ABOUT STEP



STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

## YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

## HOW TO APPLY

Apply Now

Complete our STEP application form by 10am on Friday 23 February 2024.

You can upload video or audio responses.

## 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](mailto: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/what-we-do/programmes/step-10>