

CLIP Social Media Assistant

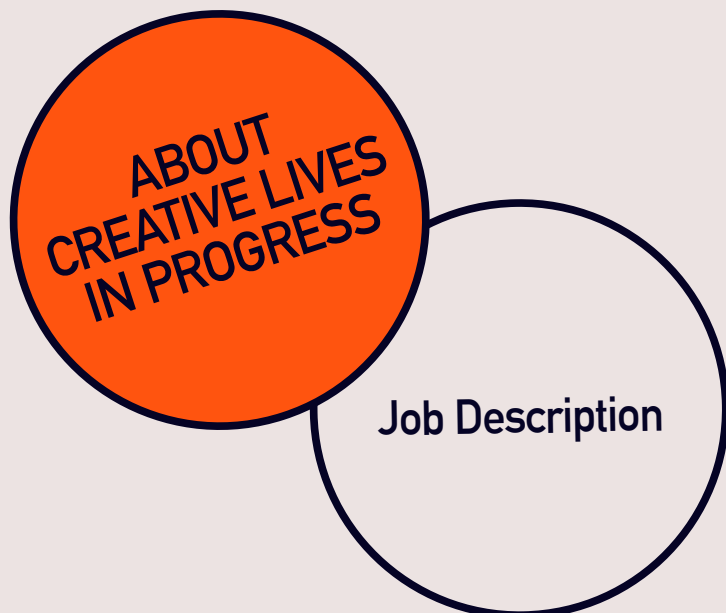
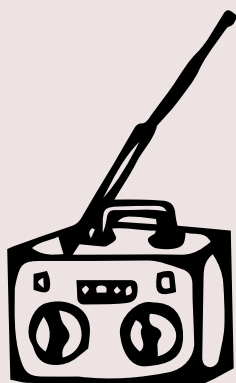
Location of role:
London, WC2B 6TP

Placement hours: 25

Working pattern:
P/T, Mon-Wed (9am
to 5pm), Thu (9am-
1pm)

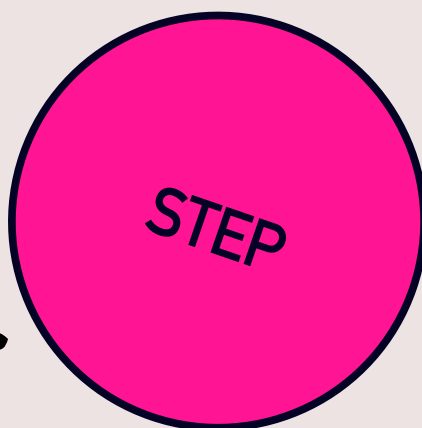
Placement length:
12 months

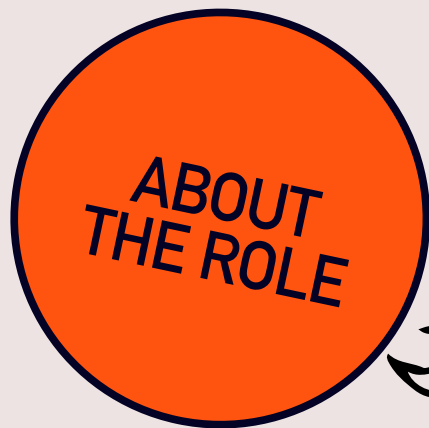
Salary:
£13.15/hour



Creative Lives in Progress is an inclusive creative careers resource, on a mission to transform the way emerging talent access, understand and connect with the industry.

We encourage greater transparency and representation within the creative working world by sharing advice and insight, highlighting entry-level opportunities, as well as hosting events that bring talent and industry together.





We're excited to be recruiting for a passionate and proactive Junior Social Media Manager to join the team. The successful candidate will work closely with our Staff Writer, Content and Community Lead and the rest of the Creative Lives team across the entire breadth of our social media output. Your time will be spent managing our channels and community, creating content, scheduling posts.

We're looking for someone with a strong understanding of social media and online culture, with a love for creating and sharing impactful content, who is passionate about supporting emerging creatives as they enter the industry. Ideally you will have a talent for writing, with an eye for detail and spotting errors, plus an ability with creating visual content – for example, design or video editing skills.

TASKS AND RESPONSIBILITIES

- Managing our social media channels, including responding to and engaging with our community.
- Coordinating the creation and scheduling of social content, using a social media calendar to remain ahead of schedule.
- Translating relevant information and editorial content into engaging social media content – ranging from articles on our Journal, to events information, to Company Partner posts.
- Writing captions to our tone of voice, creating image assets using our templates, and creating video content where necessary.
- Scheduling content on Buffer to keep our platforms up-to-date.
- Assisting on capturing and reporting our performance across all social platforms.

- Researching relevant information, influencers, trends and industry experts to feed into new ideas for our social media channels.
- Managing your own time, taking initiative and planning ahead in line with our editorial calendar and upcoming projects.
- Remaining adaptable and aware of the needs of our audience and social media trends/updates.

SKILLS AND EXPERIENCE

Essential:

- Experience with creating well-crafted and engaging social media content (this can also be personal work).
- Great communication skills, both verbally and in writing.
- An ability to write engaging copy to deadline, with an eye for spotting errors.
- A good understanding and strong interest in social media and online culture.
- An ability to stay up-to-date with new platforms and trends.
- Some experience with design programmes like InDesign and Photoshop.

Desirable:

- Experience with creating and editing video content for social media.
- Be passionate about the creative industry and empowering emerging talent.
- Be organised, good at time-keeping and staying on top of multiple tasks at a time.
- Be passionate about creating engaging and impactful content across a range of formats, with an attention to detail.
- Be a proactive problem solver, and be up for taking on new tasks and challenges.

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

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>