

JOB DESCRIPTION: FREELANCE / ADHOC PROJECT ASSISTANT

Job Title: Freelance / Ad hoc Project Assistant

Main Purpose of job: To provide additional *locally based* support to the core Meanwhile Space team in the delivery of Meanwhile use projects and services. Core staff work across multiple project sites around London and have core hours of work. It is anticipated this role will supplement the team already working on the project filling in when travel or scheduling prevents a core staff member from being on site, and dependent on your own availability. The role will be based at a particular project site as indicated below. The role will comprise a broad set of responsibilities and will require the candidate to be flexible to the changing needs of maintaining and facilitating 1) the **space**, 2) its **events** and activities programme and 3) **tenant** needs. It requires the ability to work independently to a set task list and to report back to the Project Manager or other core staff. You will also be required to represent and communicate the values of Meanwhile Space effectively. This role would suit a freelancer or student interested in some ad hoc work that also provides an opportunity to learn more about creative workspace and meanwhile use projects. This role will begin at the same time as we are launching a new project which means you will be part of the formation of a new tenant community and will play a key role in ensuring they settle in well and our operations are running smoothly.

Responsible to: Project Manager

Responsible for: N/A

Attributes to support:

- Space-** Capable, practical, attentive, self motivated, hands on approach
- Events-** enthusiastic, professional, solution orientated and calm under pressure
- Tenants-** interpersonal and communication skills, organised, reliable, people-friendly, ,
- Team -** team player, excellent judgement when using social media, PR and Communications, building rapport with a range of audiences, passion and commitment to organisational values.

Hours and duration: As this role is for adhoc / freelance support, there is no fixed term. It is anticipated that in the first 3 months of the role an induction will be necessary and will require approximately 10-20 hours of work per month. Once the induction period is over the requirements will be assessed on an ongoing basis and agreed between Project Manager and Project Assistant. You will be paid an hourly rate of £10.75 ph (London Living Wage). The role will supplement the hours of core staff therefore evening and weekend work is likely. Where possible, work will be allocated fortnightly in advance by Project Manager according to project requirements however maintenance issues usually come about unexpectedly and things may come up, therefore flexibility around days is essential.

Location:

Tripod, Lambeth Town Hall, Brixton Hill, Brixton, SW2 1RW or
Central Parade, 6-10 Central Parade, Hoe Street, Walthamstow E17 4RT or
Blue House Yard, 5 River Park Road, Wood Green, London N22 7TB

(Please state in your application which location you are applying for and whether you would be willing to travel to more than one location to work on different projects.

Main Tasks of the Job

1. Provide organisational support to any projects undertaken by the team, as necessary.

2. Develop skills and knowledge in aspects of affordable workspace provision, including but not limited to, community engagement, tenant management, events, space management, building networks, press and media.
3. Maintain and develop efficient and effective administrative systems, including diary management, databases, filing and record keeping.
4. Assist in the coordination, promotion, setup and delivery of workshops, engagement events and project spaces as directed.
5. Produce reports, documents and promotional material for the team as directed.
6. Support tenants with collecting visitors and deliveries from reception, as required.
7. Support the maintenance programme of the space conducting building checks as directed
8. Be on site to give access to service providers and contractors to do their work.
9. Be onsite as the point of contact for general enquiries and respond to requests for information from members of the public and others.
10. Ensure websites and social media are updated regularly, including content for regular newsletters as directed.
11. Undertake any other duties as may be required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation, in line with the vision, mission and values of Meanwhile Space.

To apply you must:

- Have proof of right to work in the UK
- Have a UK bank account in your own name
- Have a fixed place of residence

Please tick the box as appropriate:

- I am applying to undertake this role as a freelancer and will be responsible for my own Self Assessment Tax return
- I am applying to undertake this role as an employee

Submit applications including a cover letter and CV to rosie@meanwhilespace.com
Application deadline: 5pm Tuesday 6th August 2019, rolling thereafter.