

BRIEF: FREELANCE / ADHOC PROJECT ASSISTANT

Location: Supporting projects in Waltham Forest
Central Parade, 6-10 Central Parade, Walthamstow E17 4RT
Switchboard Studios, Uplands Business Park, Uplands Entrance B, Blackhorse Ln, London E17 5QJ

Purpose of the Brief: 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, typically 10am-6pm Monday to Friday. It is anticipated this role will supplement the team, filling in when travel or scheduling prevents a core staff member from being on site, and dependent on your own availability. It requires the ability to work independently to a pre-agreed set task list and to represent and communicate the values of Meanwhile Space effectively. To suit a freelancer or student interested in adhoc work that also provides an opportunity to learn more about creative workspaces and meanwhile use projects.

Attributes to support:

Space- Capable, practical, attentive, self motivated, hands on

Events- enthusiastic, professional, solution orientated, 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

Hours and duration: As this role is for adhoc / freelance support, there is no fixed term. Induction into the space will be given, and the option to refuse work is at the discretion of the contractor, although reliability is key. It is anticipated that in the first 3 months we will require approximately 10-20 hours of work per month, paid an hourly rate of £10.75 ph (London Living Wage). After 3 months, the requirements will be assessed on an ongoing basis and agreed with the Project Manager. Flexibility is essential as evening and weekend work is likely, and will be allocated in advance by Project Manager according to project requirements. In addition, maintenance and service issues come up at short notice, and so this role requires the ability to attend the site at short notice.

Main Tasks

1. Assist in the coordination, promotion, setup and delivery of workshops, engagement events and project spaces as directed.
2. Support the maintenance programme of the space conducting building checks as directed
3. Be on site to give access to service providers and contractors to do their work.
4. Respond to maintenance and service issues at short notice
5. Be on site as the point of contact for general enquiries and respond to requests for information from members of the public and others.
6. Ensure websites and social media are updated regularly.
7. Any other duties as may be required.



Meanwhile Space CIC

Enabling temporary uses of vacant property and sites

www.meanwhilespace.com

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 contractor/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 Friday 18th January 2019.

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