**Job Title:** Team Assistant

**Responsible to:** Programmes Director

Location: Northern Visions

Hours: 40 working hours per week

Starting Salary: £16,350.00 per annum

THIS IS AN ADMINISTRATIVE POST ONLY

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**MAIN RESPONSIBILITIES & ACCOUNTABILITIES**

* Provide administrative support for the Northern Visions team including daily diary management, organising meetings, producing any associated materials, making travel and venue arrangements and liaising with key internal and external contacts.
* Carry out initial research as and when required for news and current affairs, documentaries, factual and entertainment.
* Produce and distribute relevant reports and supporting data for the team.
* Assist in the creation and maintenance of logical and efficient procedures and systems.
* Office management including stationery & hospitality, liaison with facilities.
* Produce feedback reports for in-house staff, freelance, volunteers and trainees.
* Communicate programme updates, delivery details and other key production milestones to the team.
* Collate and log all new projects and contacts, to include news and current affairs, cultural programming, sport, factual and entertainment.
* Maintain a production database.
* Organise bespoke meetings between the team and interested contributors, volunteers, programme makers and organisations.
* Maintaining and updating project plans and documentation and keeping external partners up to date.
* Helping to monitor and chase project work externally and internally.
* Maintaining professional standards and adhering to Ofcom policy and legal and contractual guidelines.
* To be willing to be trained in practical skills as appropriate to the post.
* Assist in developing a social media presence.
* Assist in promotion of Northern Visions eg. publications, online and presentations;
* To be willing to work up to one weekend and six evenings per month. There is time in lieu.
* Other duties appropriate to the post as may be assigned from time to time.

**General Requirements for Northern Visions Posts**

To adhere to all policies and procedures (equal opportunities, health and safety, disability and child protection, etc.).

To maintain and develop personal skills and knowledge through appropriate training.

To perform own administrative duties.

To carry out other reasonable tasks as required.

To be subject to a check re Northern Visions Child Protection Policy.

To be able to work unsocial hours as required by the post.

**Conditions of Service:**

The job is full time, 40 hours per week. It will be offered initially for a 1-month probationary period, then, subject to satisfactory review at 3-months, on a fixed contract for a further nine months. Continuation of the post after one year is subject to funding. A time off in lieu system will operate for work outside normal hours. In addition to the normal statutory holidays there will be 20 days annual leave. Travel and other legitimate expenses will be paid as agreed.