

# Spike Island

## JOB DESCRIPTION

### COMMUNICATIONS COORDINATOR & MENTOR

#### KEY OBJECTIVES

This role is focussed upon mentoring two Programme Participants (aged 18 to 30) as part of the Creative Workforce for the Future programme, while supporting the delivery of Spike Island's digital communications.

You will work with the Communications Manager to integrate the Programme Participants in the digital activities of Spike Island for the first five months, developing skills and experience in this field, and supporting the participants individually to overcome any obstacles and achieve their goals. In the second half of the year, the Programme Participants will be allocated two consecutive three-month placements within other Bristol companies, and you will remain mentoring and supporting the participants during this time from your base at Spike Island.

Additional mentoring sessions for the Programme Participants will be provided by an external agency on a weekly basis.

Find out more about the programme [here](#)

#### RESPONSIBLE TO/FOR

The Communications Coordinator & Mentor is responsible to the Communications Manager.

The Communications Coordinator & Mentor is responsible for two Programme Participants of the Creative Workforce for the Future programme.

#### AREAS OF WORK

- Digital Communications:
  - Work closely with Spike Island's Communications Manager to develop and deliver on key areas of our audience engagement strategies, including:
  - Prepare engaging e-campaigns and monitoring engagement with content.
  - Planning and delivering content in line with our social media strategies, including responding to online audiences and analysing engagement metrics.
  - Collaborating with our Programme team to plan and prepare media content for online platforms, including Instagram, YouTube, Vimeo and Soundcloud.
- To support the Programme Participants:
  - Liaise with the Communications Manager to manage tasks, priorities and workflow.



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- Meet weekly with Programme Participants throughout their 11-months placement at Spike Island and subsequent placements with selected businesses.
- Identify and set goals with programme participants.
- Agree action plans and review progress.
- Increase self-confidence and self-esteem of mentees.
- Support the Programme Participants to develop strategies for dealing with problems.
- Support the Programme Participants to make the most of opportunities available to them.
- Support transitions from cultural hub to industry and from industry to Employment or Freelancing.
- Share learning and best practice with other mentors working across the cultural hubs.
- Liaise with Rising Arts Agency mentors to arrange weekly 1-on-1 concentrated mentor sessions for the Programme Participants.
- Liaise with the Communications Manager to support Programme Participants to overcome barriers and achieve their goals.
- Feed into the delivery of the Talent Network programme of events as appropriate.
- Coordinate the Programme Participants in assisting with the delivery of digital marketing activity for Spike Island.
- Monitor monthly training contract payments to Programme Participants, liaising with Finance Departments and HR where applicable.
- Make visits to industry work placements.
- Have regular catch ups with the Creative Workforce for the Future Network Producer.
- Operate in accordance with the organisation’s employment, health and safety and equal opportunities policy, and all other legal requirements, organisational practices, policies and procedures
- Collaborate across teams and carry out any other duties commensurate with the job role.

## TO APPLY

Deadline for applications:

The deadline to apply is midday, Thursday 5 December 2019

Interviews to be held week commencing 9 December 2019

Please send a copy of your CV and a brief covering letter, explaining why you think you would be suitable for the role, to: [recruit@spikeisland.org.uk](mailto:recruit@spikeisland.org.uk)



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