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**Cornwall 365 What’s On Co-ordinator**

Part time (0.5); permanent role

**Job Purpose**

This post co-ordinates the Cornwall 365 What’s On online and print event listings, providing administrative and logistical support to our advertisers, event organisers and distribution network.

*This is a permanent post based at Krowji. It may be part-funded by European Structural and Investment Funds through the Cultivator Programme.*

**Main tasks and responsibilities**

* Create, moderate and monitor event listings using the WordPress dashboard
* Maintain databases of event organisers and newsletter subscribers – currently Insightly and Mailchimp
* Create and distribute regular e-newsletters
* Preparing and distributing advertiser invoices and reconciling accounts paid/income using Sage
* Schedule social media posts on Facebook and Twitter to promote event listings
* Support the design and print schedule for the quarterly What’s On guide – liaising with suppliers and internal colleagues to ensure high quality publication to deadline. (see Hours below).
* Organise print circulation through liaison with distributors.
* Assist in the proactive identification of business opportunities – sharing these with the What’s On Manager and keeping good database records.

**Occasional duties**

* Respond to requests for C365 What’s On Widget installation key and instructions. The widget feeds listings data onto external websites, in particular tourism businesses eg accommodation providers.
* Liaise with site developers to report any functionality problems with website.

**Person specification – key competencies:**

**Essential:**

* Experienced in Microsoft Office – Word, Excel
* Experience in using Web content management systems eg WordPress
* Good communication skills
* Ability to work on own initiative
* Experience of compiling newsletters
* Experience of updating websites
* Experience of using Social Media e.g. Twitter, Facebook, Youtube, Instagram

**Desirable:**

* Financial/book keeping skills
* Design skills, use of Photoshop, Ilustrator or Indesign

**Conditions of employment**

Contract Permanent contract

Pay £18,342 pro rata (ie £9171)

Reports to What’s On Manager

Hours 18.75 hours per week (0.5). There is some degree of flexitime, but the post-holder will normally be required to work between 10am – 4pm as core hours. Where additional hours are required eg during the print cycle – overtime will apply.

Pensions Creative Kernow will automatically enrol you into The People’s Pension if you are aged at least 22 but you are under State Pension age and you are earning more than £10,000 a year (£833 per month). If you don’t meet these criteria on appointment but you do meet them at a later date, we will automatically enrol you into the scheme then. If you are eligible to join, Creative Kernow will contribute 1% of your salary until 30th September 2017, 2% for the next 12 months and 3% from 1st October 2018. More details about the scheme are available on request.

Holidays 4 weeks a year (pro rata) rising to 5 weeks over 5 years plus bank holidays

Place of work The Creative Kernow offices at Krowji, West Park, Redruth TR15 3AJ. The role will involve attendance at meetings or events elsewhere.

Probationary period There will be a standard six month probationary period

Equality and Diversity Creative Kernow is committed to equality of opportunity in employment practices and the provision of services and expects that its policy will be supported by everyone in the organisation.

**Background**

Creative Kernow (formerly Cornwall Arts Centre Trust Ltd) is the umbrella organisation for a range of creative and cultural projects. Together we support the production, promotion and distribution of work by creative practitioners in Cornwall because we believe in creativity's transformative power and want more people to benefit from it.

Cornwall 365 was formed as a project in 2014 to run the Arts Council England *Cultural Destinations* programme which connects cultural organisations and tourism businesses to promote Cornwall as a year round destination for distinctive culture.

In 2015 we purchased – an online and print listings business (previously What’s on Cornwall). We have recently rebuilt and rebranded the printed guide and website[www.cornwall365.com](http://www.cornwall365.com)which promotes over 7,000 events across the region. Over 20 partners are monthly subscribers to a package of listing benefits.

Cornwall 365 What’s On is operated via Cornwall Arts Marketing Ltd, a wholly-owned subsidiary of Creative Kernow, but the staff work as an integral part of the Creative Kernow group.