



## Job Description: Programme Assistant

ABOUT THE JOB	
<b>JOB TITLE</b>	Programme Assistant
<b>REPORTS TO</b>	Reporting to the Director, line managed by the General Manager, liaising with the Project Co-ordinator, and works closely with colleagues both in Fighting Words Northern Ireland and Fighting Words Ireland.
<b>JOB PURPOSE</b>	To assist in the administration and artistic programme delivery, contributing to the effective day to day running of workshops and activities.
<b>PLACE OF WORK</b>	<p>Our office/workshop hub at Skainos Square, Newtownards Road, Belfast blended with remote working as agreed.</p> <p>This post may require travel to other sites, including but not confined to our partners' working bases elsewhere in NI and from time to time to Dublin for shared initiatives with our sister charity, Fighting Words Ireland.</p> <p>Fighting Words Northern Ireland Skainos Square, 241 Newtownards Rd, Belfast, BT4 1AF <a href="http://www.fightingwords.co.uk">www.fightingwords.co.uk</a> Charity no: NIC105751 Company no: NI638582</p>
<b>SALARY WORK HOURS</b>	<p>National Minimum Wage or National Living Wage plus pension contributions.</p> <p>25 hours per week, full-time role (FTE 0.66). Willingness to work flexible hours including evenings and weekends desired. TOIL given for work over and above agreed hours.</p>
<b>HOLIDAY LEAVE</b>	28 days annual leave pro rata plus public holidays.
<b>CONTRACT</b>	This post is being offered on a fixed-term contract for 6 months.

Fighting Words Northern Ireland operates a range of policies that respectively promote equality, health and safety and the protection of children and vulnerable adults from harm. All candidates for this post must be committed to upholding these policies and additional checks – including an enhanced Access NI check – will be required for the successful applicant.

The following describes the current main duties and responsibilities of the post. The post holder is expected to work flexibly and carry out any other duties appropriate to the role which may be required from time to time.

Fighting Words Northern Ireland is an equal opportunities employer, and actively seeks to promote equality of opportunity and access to our services. We are committed to promoting equality, diversity and inclusion through our employment policies and practices.

Fighting Words Northern Ireland does not permit unlawful discrimination of any kind against any person on grounds which include but are not restricted to gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

## **OVERALL PURPOSE OF THE JOB**

### **About the role**

The role includes a mix of practical creative education engagement and workshop facilitation with children and young people ages 6-18 years, as well as desktop administration and marketing under the guidance of team members.

Duties will include:

- Leading writing workshops online and in person with primary and post-primary children and young people;
- Use of digital meeting platforms such as Zoom, etc;
- Administration including email, phone or video call;
- Record-keeping through use of Microsoft Office Word/Excel;
- Website content management, digital publishing, and social media.

The role will also include liaising with our team of over 300+ volunteers, including volunteer briefing & debriefing, and assisting with training, as well as social media management.

It is anticipated that as the person becomes more familiar with the organisation, the role will become more specialised to support appropriate team members in one or more of areas: arts administration, project co-ordination, grant-writing support, and communications.

Full training will be provided. No experience in creative writing is necessary, although an interest in writing, working with children and young people, education or arts is preferred.

## **EXPERIENCE AND SKILLS**

### **Experience:**

A minimum of a year of administrative/office-based experience. The candidate should demonstrate an interest in writing, working with children and young people, education or arts, and have experience of working or volunteering in at least one of the listed areas. The candidate should have an aptitude for or an interest in developing social media skills. Experience of working within education, the arts sector, non-profit or charity sector is desirable but not essential.

### **Person specification:**

The ideal candidate should have strong interpersonal skills and a professional attitude. You are a self-starter, and have a proven ability to work on your own initiative. You should like to work well as a member of a close-knit team, take direction and answer to a line manager. You should be able to demonstrate the ability to prioritise and manage a number of tasks and a busy workload. You will have highly developed interpersonal and communication skills with the ability to be confident, diplomatic, kind and supportive when dealing with a range of partners or stakeholders. You take pride in your work and strive for excellence. You will be personable, reliable, committed to and excited about the mission and values of Fighting Words Northern Ireland.

### **Skills:**

Essential skills include strong communication skills, a friendly and warm demeanour, a responsible and conscientious attitude, self-motivation, and able to demonstrate an organised approach to their work.

The candidate should demonstrate:

- Customer service skills including interacting with the public in-person, by phone, and/or online.
- Knowledge of MS Word/Excel.
- Excellent interpersonal and communication skills.
- Ability to work well as part of a team and independently.

- An interest in any of the following: writing, working with children and young people, education, arts, charitable work and/or volunteering.

At the discretion of Fighting Words NI, we may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided.

## HOW TO APPLY

JobStart is open to applicants 16-24 years old. Applications can only be accepted as follows:

- If you are on Universal Credit contact your Work Coach via your Journal.
- If you are in receipt of JSA, IS or ESA phone a Work Coach on 0300 200 7807.
- If you are 18-24 years and not in receipt of benefits phone 0300 200 7807.

## About Fighting Words Northern Ireland

Fighting Words was established in Dublin in 2009 by Roddy Doyle and Seán Love to provide free workshops, mentoring and publishing in all forms of creative writing for children and teenagers, to enable them to discover and harness the power of their own imaginations and creative writing skills. More than that, Fighting Words is also about using the creative practice of writing and storytelling to empower children and teenagers from a wide range of backgrounds. They become authors of their own lives, building their individual resilience, their agency and confidence enabling them to break down barriers and difference between communities.

Fighting Words Northern Ireland works to achieve these same objectives, using an identical model. Cross-community collaboration and reconciliation are central to our strategy. Fighting Words Northern Ireland was established in 2015, at the invitation of writers and community and educational groups, operating from the Skainos Centre in East Belfast. Since then, we have provided over 10,000 creative writing experiences free of charge for young people in Northern Ireland and recruited more than 350 volunteer tutors. Our vision is to enable every young person, from all communities in Northern Ireland, to enjoy a range of creative writing experiences. Our goal is to reach every child in Northern Ireland with a creative engagement opportunity by 2025. While the ethos and services of Fighting Words are the same throughout the island of Ireland, the organisation is registered as an independent company and charity in Northern Ireland.

For more information, please see [www.fightingwords.co.uk](http://www.fightingwords.co.uk)