

Assistant Project Coordinator

Hours: 4 days per week

Contract type: 9 months fixed-term contract from April – January 2019

Salary: £21,000 pro rata

THE ROLE

The Orwell Foundation is looking for a part-time Assistant Project Coordinator to support the development and delivery of The Orwell Foundation and Orwell Youth Prize's programmes of activity. This is a vital role supporting in the delivery of The Orwell Youth Prize programme, including school and regional workshops and our Celebration Day at Pembroke College Oxford as well as coordinating elements of The Orwell Foundation's output such as our annual lecture and administration of The Orwell Prizes. This role will be predominantly based in our office at the Institute of Advanced Studies, University College London but days will be flexible at times and may include and weekend work and travel.

JOB DESCRIPTION

The Assistant Project Coordinator will be responsible for:

- Administration of The Orwell Youth Prize entry process, liaising with entrants and judges and acting as the main point of contact on the prize
- Coordinating Orwell Youth Prize workshops. This will involve recruitment of participants, coordination of universities and schools, writers and stakeholders, and working closely with the Delivery Director and Programmes Managers to successfully deliver our workshop programme
- Delivering The Orwell Youth Prize Celebration Day at Pembroke College, Oxford, including liaising with participants, parents and other key stakeholders, preparing and collating documentation and evaluation support
- Devising marketing and communication strategies for The Orwell Youth Prize, including managing social media channels and producing mailouts for participants and alumni
- Developing educational resources to complement The Orwell Foundation and Orwell Youth Prize's programmes and workshops
- Working across The Orwell Youth Prize and Orwell Foundation's high-profile events and projects, including The Orwell Lecture, with responsibilities including event communications, venue logistics and evaluation

PERSONAL CHARACTERISTICS AND SKILLS REQUIRED

It is essential that the successful candidate can demonstrate the following:

- Demonstrated track record of being a self-starter and working independently
- Able to plan, develop, set up, and deliver education services
- Excellent administration skills and high-level IT competency
- Excellent communication skills, both written and oral
- The ability to prioritise workload and manage time across multiple projects
- Strong problem-solving and analytical skills
- An interest in politics, current affairs, journalism, literature, and media
- A commitment to Orwell's values, excellence and a high standard of professionalism
- An awareness and good understanding of the political environment, current affairs and popular culture

- A passion for and commitment to The Orwell Foundation and The Orwell Youth Prize's values and ethos

The following skills and attributes are desirable but not essential:

- 1-2 years' experience of working with schools/universities with an arts organisation or working with children and teachers in a learning environment
- Some experience of design software (such as Adobe InDesign)

THE ORGANISATIONS

The Orwell Youth Prize aims to encourage confidence in writing, increase interest in current affairs and social justice and widen participation in higher education by bringing the work and values of George Orwell to young people aged 14-18 around the country. We do this through a programme of writing workshops in schools and universities and our national writing prize for which we offer free feedback on a first draft, supporting and inspiring the next generation of politically engaged young writers.

The Orwell Youth Prize is an independent charity under the auspices of **The Orwell Foundation**. George Orwell, author of the classic novels *Nineteen eighty-four* and *Animal Farm*, and one of the most important literary and political figures of the 20th century, believed in the moral power of language and understood the dangers that accompany its corruption. The Orwell Foundation uses George Orwell's work to celebrate honest writing and reporting, to uncover hidden lives, to confront uncomfortable truths- and, in doing so, to promote Orwell's values of integrity, decency and fidelity to truth. We do this through awarding Britain's most prestigious prize for political writing, The Orwell Prize, a yearly programme of lectures and debates, the Unreported Britain journalism project and through celebrating Orwell's legacy.

The Orwell Foundation is a registered charity no. 1161563

The Orwell Youth Prize is a registered charity no. 1156494

To apply, send a CV and covering letter, together with a completed Equal Opportunities form to recruitment@theorwellprize.co.uk by 0900hrs Monday 19th March.

Interviews will be held on Thursday 22nd March.

www.orwellfoundation.com

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