



Ignite! Job Description
Festival Marketing and Communications Lead (Part Time)

Background

Ignite! is a small Nottingham-based charity that supports young people to develop their curiosity and creativity. We run a wide range of educational projects with primary and secondary schools, youth groups and community groups. We link young people up with scientists and artists to share learning, develop understanding and celebrate new ideas. One of our major projects is the Nottingham Festival of Science and Curiosity, which we have produced since 2013.

Ignite Futures Ltd, trading as Ignite!, is a Charity (number 1176754) and Company limited by guarantee, registered in England (number 05969189). www.ignitefutures.org.uk.

The Role

The Festival Marketing and Communications Lead will work within the small Ignite! team to lead on the development and delivering of a marketing and communications plan for the Nottingham Festival of Science and Curiosity in February 2022. You can learn more about the festival at www.nottsfosac.co.uk.

This role will include:

- Working with the Festival Producer to develop a Marketing and Communications plan across all aspects of the festival programme that helps the festival to meet its strategic objectives, including public facing content via traditional press and social media as well as communications with partners and stakeholders
- Leading on the delivery of this plan with support from the the Festival Producer, Festival Production Assistant, graphic design team, interns and work placement students, including writing copy, sending marketing emails, managing press relations, coordinating video/photography
- Supporting with the development of the Festival website
- Collaborating with a wide range of partners, including universities, local authorities, cultural organisations and educational settings to coordinate the marketing and communications plan

Essential Skills, Experience and Qualifications

<u>Skills</u>	<u>Experience</u>	<u>Qualifications</u>
Ability to use Google Suite (Wordpress not essential but desirable)	Previous experience of creating and delivering marketing and communications plans	Not applicable or none required
Excellent written communication skills	Previous experience of collaborative working	

Ability to work independently and on own initiative	Previous experience working on multiple projects at the same time and to tight deadlines	
Confidence in asking questions and putting forward ideas		
Adaptability and creativity		

Ignite! is aiming to increase the diversity of its team and if you think you have something to offer that doesn't fit this role description, we still want to hear from you. We welcome applications from all sectors of society, particularly if you have a connection and knowledge of communities across Nottingham, or you are from multicultural communities or with no Higher Education background. Please note that a science background is not essential for this role.

We will need to process at DBS (Disclosure and Barring Service) check for the role of Festival Marketing and Communications Lead in line with our Children and Vulnerable Adults Protection Policy.

Terms and Conditions

Hours per week	22 (part time 0.6 equivalent)
Contract	Fixed-term 4 October 2021 - 11 March 2022
Pay	£20,000 pro rata
Other benefits	We cover staff expenses for travel to locations other than the office, so for example, we will cover the cost of bus fare to a school for a project. Reimbursement for these costs is processed through an expenses claim form. We commit to supporting the development of staff through training as reasonably required or requested.
Working Pattern	Ignite! working hours Monday - Friday 9am - 5pm. Flexible hours and working days to be discussed and agreed. Some evenings and weekends may be necessary and will be agreed well in advance. No overtime is paid but extra hours are recompensed as Time Off In Lieu. Flexible working - both working from home or from our city centre office (NG1 2ED) can be discussed, but in-person working at events across Nottinghamshire may be required during the festival period in February, dependent on changes to covid restrictions.

Application Process

Please apply via email application only. Send a CV and one-page covering letter, outlining why you are interested in the role and what skills and experience you think you will bring,

We will accept videos of no more than 5 minutes in place of covering letters, discussing the same points as outlined above.

Applications should be sent to Sarah Walley - sarah@ignitefutures.org.uk. Please get in touch with Sarah if you have any queries.

Closing date for applications Friday 10th September, 5pm.

Shortlisted candidates will be invited to a 30 minute Zoom interview in the week commencing 20th September.

Please let us know of any additional needs or reasonable adjustments we can make for the application process.