



Admin Assistant – Training Programmes and Communications

Job Description

About The Grierson Trust:

The Grierson Trust celebrates the best of documentary and factual filmmaking from Britain and around the world. Each year, [Grierson: the British Documentary Awards](#) – more fondly known as the Griersons or Grierson Awards – shine a spotlight on the best documentaries of the year across an array of genres. The Trust also nurtures factual TV talent via the [Grierson DocLab](#) training and mentoring schemes, helping to sustain and diversify the documentary workforce in the UK.

The core Grierson DocLab scheme has been running since 2012 and seeks to help UK-based new entrants aged 18-25 in taking their first steps into the factual television industry. Since 2020, the scheme has been supported by Netflix, who also back two new schemes which launched in 2021. [Grierson DocLab In Focus: Editing](#) and [Grierson DocLab In Focus: Production Management](#) are for those aged 18+ who wish to pursue offline editing (also known as craft editing), and production management in factual TV and documentaries. The training schemes are run with the support of award-winning UK production companies, the major broadcasters and streamers, as well as high profile documentary talent.

The Trust is a registered charity and was founded in 1972 to commemorate the pioneering Scottish documentary maker John Grierson, widely regarded as the father of documentary.

About the role:

- **Part-time permanent role:** 18 hrs a week, flexible and changeable days and times.
- **Location:** UK-based flexible location, remote working from own home or space with some travel (likely to Birmingham and London) when needed.
- **Salary range:** £19,000 – £21,000 pro rata, dependent on experience.
- **Holiday entitlement:** 12 days per year.

The Grierson Trust is seeking to expand its small team and hire an Administrative Assistant to support with the Grierson Awards and Grierson DoCLab training programmes, as well as general operations across the organisation. The Trust is looking for a highly organised, proactive self-starter who is passionate about documentaries and has the drive to support talent in the industry. The role will report to the Director of Training Programmes but will provide support across the organisation.

This is a part-time role, with a three-month probation period, but there may be opportunities to grow alongside the organisation in the future. The role is remote, though some UK travel will be required for events and meetings.

The Grierson Trust is committed to being a diverse and inclusive employer. We particularly welcome applications from under-represented groups, including, but not limited to: those from BAME backgrounds; people with a disability; people from the LGBTQ+ community; and those from lower socio-economic backgrounds. You can read our [Diversity Statement](#) on The Grierson Trust website.

Experience and skillsets:

Needed:

- Clear communication and administrative skills, with an eye for detail.
- Highly organised, self-starter who can manage own time well.

- Confident use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).
- Experience of remote working and ability to work independently.
- Minimum qualifications of GCSEs grade A-C in English and Maths.
- A keen interest in documentary and factual TV and a passion for supporting talent in the industry.

Desirable:

- Experience in an administrative or PA role.
- Experience working for an arts or charitable organisation, especially if in film, TV or media sector.
- Experience supporting talent, young people or others in career coaching or professional development.
- Experience of FileMaker CRMs, CMSs, ESPs like MailChimp, Zoom Conferences, and Adobe Creative Suite (Photoshop/Premier Pro).

Responsibilities:

- Supporting with planning and admin for all Grierson DocLab training schemes, including updating the CRM and shared drive with updates on all trainees and alumni; tracking trainee surveys; webinar and recordings support; corresponding with prospective and successful trainees; supporting CV feedback and career development with trainees; updating presentations for sponsorship proposals plus other routine tasks.
- Supporting with communications administrative roles, including updating monthly social media and newsletter reports; uploading copy to the website; coordinating email sends to partners, Grierson DocLab Alumni and newsletter audiences plus other routine tasks.

- Supporting with planning and admin for the Grierson Awards, including checking video uploads; gathering shortlist and nominee information; assisting with jury meetings organisation and other routine tasks.
- Support with financial admin and credit card reconciliation.
- Diary management and minute-taking for meetings across the organisation.
- Other reasonable tasks that are required, as and when necessary.

Applications close 5pm Friday, 10 September. To apply, [complete this online form](#), and have your CV in a pdf format, plus two references' contact details and your covering letter ready.

Those invited to interview will be notified by Friday, 17 September and interviews will be held via Zoom on Wednesday, 22 September with a view to the role commencing as soon as possible thereafter.

If you need any of the above information in a more accessible format, please don't hesitate to get in touch. Email info@griersontrust.org or call +44 (0)1733 891 878.