

PROJECT ADMINISTRATOR - *CREATE YOUR FUTURE*

Collage Arts is looking for a **Project Administrator** to join our small team with specific responsibility for a new European Social Fund/Big Lottery-funded women's project, *Create your Future*.

Create Your Future is part of a North and East London-wide BAME-led partnership supporting long-term economically inactive and unemployed BAME women into positive and productive futures.

The Project Administrator will be responsible for the smooth running of the project, will provide essential administrative support to the delivery team, set up for advice and personal development sessions and be the first point of contact for stakeholders and the general public.

This is a full-time position, based in a creative workplace in the Cultural Quarter of the thriving town centre of Wood Green.

A fixed 3 year contract of 30 hours per week with an annual salary of £18,000 per annum with 4 weeks annual leave plus statutory contributions to the Company's pension scheme. The position will be confirmed after the candidate has satisfactorily completed the required 6 month probationary period.

To apply for this position please send your CV and covering letter to preeti@collage-arts.org

Applications must be received by 5pm on Monday 6th February
Interviews are scheduled to be held on Wednesday 15th February

The post is subject to an enhanced vetting and barring check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

