

Events and Admin Assistant

Fixed Term. Full Time. Remote.

About the Grierson Trust:

The Grierson Trust is a registered charity that exists to celebrate the best of documentary and factual filmmaking from Britain and around the world. Each year, the [Grierson 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 Grierson Trust is led by a committed [board of Trustees](#) drawn from across documentary, factual TV and finance sectors.

Job Description:

The Grierson Trust is appointing a new **Events and Admin Assistant** to support the team. The new team member will be responsible for various administrative tasks across all areas of the Trust's initiatives. This includes the annual British Documentary Awards (also known as the Griersons or Grierson Awards), from liaising with reviewers and juries, to managing calendars, assisting with guestlists for events and more. The assistant will also support the Grierson DocLab team with various training and talent development initiatives taking place online and in person. This is an exciting opportunity for an individual who is passionate about factual TV and documentary and who wants to immerse themselves in the UK documentary industry. We are not seeking applications from filmmakers or those looking to pursue a career TV production or editorial roles.

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| Reporting to: | Managing Director |
| Other key internal stakeholders: | Head of Marketing and Communications, Director of Training Programmes, Training Programmes Coordinator, PR Consultant, freelance Awards Events Producer. |
| External stakeholders: | Grierson Trustees, production companies, broadcasters, jurors and reviewers, sponsors, trainees, event guests. |
| Salary: | £24,000 pro rata |
| Term: | 5 days a week from 13 th April – 17 th July 2026, with the potential to extend. |
| Location: | UK-based flexible location, remote working from own home or space, with some travel (likely to London) when needed. The Grierson Trust does not have an office, and all four members of staff work remotely. The core staff communicate daily via Microsoft Teams, Zoom and arrange periodic team days in London, Bristol or Birmingham for face-to-face working. |
| Holiday entitlement: | 7 days for contract term. |

Start date:13th April

About The Role:

The Events and Admin Assistant will work closely with the team to support with a variety of administrative tasks relating to the British Documentary Awards, Grierson DocLab training programmes, and provide day to day organisational administrative support. The candidate should be highly organised, proficient using Microsoft Office suite, Zoom, and Google Workspace, and be a confident written and verbal communicator with strong attention to detail. We are looking for a team player to support various activities of the Trust as needed.

Key Responsibilities:

The Events and Admin Assistant will be responsible for the following:

Events and Administration:

- Provide day-to-day organisational and administrative support to the Grierson Trust team including diary management, scheduling, correspondence, and general office administration.
- Support financial administration.
- Assist with drafting, formatting, and maintaining proposals, contracts, and other organisational documents.
- Take accurate minutes for Board and committee meetings, circulate actions, and support follow-up activity.
- Coordinate Trustee diaries and logistics for Grierson-related meetings, events, and public engagements.
- Support the administration of the Grierson Awards, including:
 - Outreach support to promote awards entries and key deadlines

- Fielding and responding to enquiries from entrants, partners, and stakeholders
 - Proofreading and quality-checking print and digital materials
 - Coordinating the distribution of duplicate Grierson Award orders, including placing orders, managing inventory, tracking shipments, and resolving any issues that may arise.
- Provide administrative and logistical support to the Grierson DocLab team, helping to deliver online and in-person events.
- Manage event logistics, including guest lists, registrations, and attendee communications.
- Set up, run and troubleshoot Zoom meetings and other online event platforms.
- Attend Grierson events in person where required, providing on-site administrative and event support.
- Act as a professional point of contact for Trustees, partners, speakers, and event attendees.
- Support wider Trust activity as needed, contributing to the smooth running of events and programmes across the organisation.

Experience and Skillsets:

Required:

- Proven experience in an administrative, events, or coordination role, ideally within the arts, cultural, charity, or not-for-profit sector.
- Experience supporting events and programmes, including both online and in-person delivery.
- Experience managing logistics such as guest lists, registrations, orders, or inventory tracking.
- Proficient and confident using Microsoft suite of programmes (particularly Excel).
- Proficient and confident using video conferencing (Teams and Zoom).
- Experience of using ticketing systems (preferably Eventbrite or similar).

- Highly organised with excellent attention to detail and the ability to manage multiple tasks and deadlines simultaneously.
- Strong written communication skills, including proofreading and drafting clear, professional correspondence and documents.
- Confident verbal communicator, comfortable liaising with Trustees, partners, suppliers, and event participants.
- Comfortable working both independently and as part of a small team.

Desirable:

- Experience providing administrative support to senior stakeholders, boards, or Trustees, including diary coordination and meeting support.
- Experience taking accurate minutes and managing actions from meetings.
- Experience supporting awards, festivals, or similar large-scale programmes.
- Experience of hybrid working.
- Experience of using social media publishing platforms (e.g. Hootsuite).
- Interest in documentary, film, or the wider cultural sector.

How to Apply:

We are inviting prospective applicants to apply for this role by submitting an up-to-date CV and a short covering letter explaining what attracts you to the role, what you can bring and how you meet the criteria.

Please apply via the [online application form](#).

If you require further information (including requests for access support) contact us on info@griersontrust.org

The deadline for applications is: 17:00 BST, Thursday 19 February 2026. Interview date: week commencing 2 March 2026.

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 global ethnic majority backgrounds; disabled people; people from the LGBTQ+ community; and those from lower socio-economic backgrounds. You can read the Trust's [Diversity Statement](#) on the website.

