



Administrative and Awards Assistant (Part Time)

About The Grierson Trust:

The Grierson Trust commemorates the pioneering Scottish documentary maker John Grierson: the man widely regarded as the father of documentary.

Each year, The Trust celebrates the best in factual TV and documentary filmmaking from Britain and around the world with the British Documentary Awards – more fondly known as [the Griersons](#). In 2022 the awards celebrated their 50th anniversary.

In addition, The Trust encourages factual TV talent through its three [Grierson DocLab training schemes](#): the **Grierson DocLab** core scheme for new entrants aged between 18 and 25; and **Grierson DocLab In Focus: Editing** and **Production Management** for people aged 18+, which are both funded by Netflix. The core Grierson DocLab scheme has run since 2012 and all training schemes have so far supported over 150 people to get started – or progress – in the industry. The core scheme is supported by a host of UK production companies as well as industry professionals who volunteer their time as guest speakers and mentors. The Trust stays in touch with its growing network of [Grierson DocLab Alumni](#) beyond each training scheme.

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 **Administrative and Awards Assistant** to support the **Managing Director and Marketing Manager**. The new team member will be responsible for various administrative tasks pertaining to the whole organisation as well as those specific to the annual British Documentary Awards (also known as the Griersons or Grierson Awards), from supporting the open call for entries and judging through to announcing nominations and the ceremony in the autumn. 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.

Reporting to:	Marketing Manager
Other key internal stakeholders:	Managing Director, Director of Training Programmes, Training Programmes Coordinator, PR Consultant, freelance awards events producer
External stakeholders:	Grierson Trustees, production companies, broadcasters, judges and reviewers, sponsors, awards guests
Salary:	£21,000 pro rata
Term:	3 days a week, 1-year fixed term, with the potential to extend
Location:	UK-based flexible location, remote working from own home or space with some travel (likely to Birmingham and London) when needed. The Grierson Trust does not have an office and all four members of staff work from home. The core staff communicate daily via Microsoft Teams, Zoom and arrange periodic team days in London or Birmingham for face-to-face working.

Holiday entitlement:	25 days pro rata (13 days total annual leave)
Benefits:	Pension scheme
Start date:	3 April 2023

About The Role:

The Administrative and Awards Assistant will work closely with Marketing Manager to support with a variety of administrative tasks relating to the British Documentary Awards and the wider work of The Grierson Trust. The candidate should be highly organised, proficient using Microsoft Office suite and a confident written and verbal communicator with good attention to detail. We are looking for a team player to support various activities of The Trust as needed.

Key Responsibilities:

The Administrative and Awards Assistant will be responsible for the following:

Awards administration:

- Manage the administrative tasks relating to the Grierson Awards, including organising meetings, taking minutes, and ensuring that deadlines are met.
- Be the first contact point for enquiries from nominees, judges, and other stakeholders by responding inquiries and providing information about the awards.
- Assist in the coordination and delivery of awards ceremony, including preparing materials, organising logistics, and managing guest lists.

- Prepare reports and maintain records related to the awards, including tracking nominees and winners.
- Coordinate the distribution of awards, including ordering and managing inventory, tracking shipments, and handling any issues that may arise.
- Work collaboratively with other departments within the organisation to ensure the smooth running of the awards programme and other related projects.
- Assist with other administrative tasks, as needed.

Organisational Administration:

- Populating the CRM with historic and current data.
- Diary management for Managing Director and Marketing Manager.
- Board administration - including taking minutes, communication with trustees, booking venues, circulating board papers.
- Social media support – including copywriting and marketing outreach administration.
- Proofreading across print and digital.
- Assisting with website updates and checks.
- Assisting with events.
- Any other reasonable tasks as required by The Trust.

Experience and Skillsets:

Required:

- Experience of diary management.
- Proficient and confident using Microsoft suite of programmes (particularly Excel) and Zoom.
- Confident communicator.
- Well organised and efficient.
- Good attention to detail.
- Team player.

- Keen interest in documentary and factual programmes.

Desirable:

- Experience of working in factual television and documentary.
- Data entry experience and using CRM systems.
- Experience of hybrid working.

How to Apply:

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

Please address applications or any queries to: jobs@griersontrust.org

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

The deadline for applications is: 23:59 BST, Monday 13 March 2023. Interview date: week commencing 20 March 2023.

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 ethnic minority backgrounds; disabled people; people from the LGBTQ+ community; and those from lower socio-economic backgrounds. You can read our [Diversity Statement](#) on The Grierson Trust website.

