



# TWO FREELANCE PROJECT ASSISTANTS WANTED

## JOB DESCRIPTION

**JOB TITLE:** Project Assistants x 2

**LOCATION:** LS7, Leeds

**HOURS:** 22.5 hours per week - weekday (will consider flexible working)

**RATE OF PAY:** £9.25 per hour

**TYPE OF CONTRACT:** Freelance, Fixed Term (postholders are responsible for our own taxes)

**DURATION OF CONTRACT:** 10 weeks (with possible extension to 12 weeks)

**RESPONSIBLE TO:** Project Manager

**EXPECTED START DATE:** 30 October 2020

Leeds West Indian Carnival is delivering a short-term project, "Covid-Readiness of Carnival Headquarters & Heritage Assets Preservation" funded by National Lottery Heritage Fund under its Heritage Emergency Fund scheme. The main aims of this project is to re-organise Carnival Headquarters; to preserve and store carnival costumes and other heritage assets safely and in an organised manner and to ensure proper health & safety protocol for using the building and co-working spaces during and beyond the covid-19 crisis. We are looking for **two Project assistants** to support this project. Under the supervision of the Project Manager, the project assistants will support the re-organisation of Carnival Headquarters and the securing of our physical heritage assets and work materials.

## MAIN TASKS

- Support the project managers to declutter and rearrange spaces, rooms and other areas at Carnival Headquarters.
- Sort through items, documents, collections, memorabilia, costumes and accessories, etc. working on their own or side-by-side with the project managers and volunteers.
- Re-arrange office furniture, work tools and other items within the headquarters.
- Help to create and implement systems and environments which are tidy, organised, clutter-free, and functional.
- Clean up work areas of debris, materials, papers and other wastes (include dusting, sweeping, vacuuming and mopping areas).
- Work alongside and support the work of other contract workers (i.e. movers, professional cleaners, workmen etc).
- Notify project managers of repairs, damages or other interventions to heritage assets and the physical infrastructure.
- Work flexibly as may be required for the duration of the contract.
- Adhere to LWIC's Policies (including but not exclusively) Equality & Diversity, Confidentiality, Data Protection, Health & Safety, and abide by our Code of Conduct. You will positively practice the principles of these policies when working with supervisors, colleagues, volunteers and members of the community.
- Be responsible for ensuring their own safety and the safety of others in line with the covid-19 regulations and restrictions.
- Perform other tasks within reason as deemed necessary to achieve the work goals.

## **SKILLS, EXPERIENCES & REQUIREMENTS**

- Experience in space organisation, cleaning, housekeeping, maintenance & caretaking, and other roles that are relevant.
- Experience in creating organisation and order out of chaos and clutter.
- Ability to walk, bend, push, pull and lift repetitively during working hours.
- Good organisational skills and the ability to manage a variety of tasks.
- Excellent communication skills.
- Strong interpersonal skills, to work well and harmoniously with a diverse range of people.
- Ability to deal with information in a confidential manner.
- Knowledge of Health and Safety and safeguarding.
- Current clean DBS check.
- Reliable and punctual - essential qualities.

## **HOW TO APPLY**

Please submit a CV (2 pages maximum) along with a one page cover letter to [office@leedscarnival.co.uk](mailto:office@leedscarnival.co.uk). If you have any queries, do contact us. Tel: 0738 529 6742.

**Deadline for submission: Friday 23 October 2020**

## **BACKGROUND INFORMATION**

Leeds West Indian Carnival (LWIC) is a registered charity which was established in 1967 by members of the Caribbean community of Chapeltown and Harehills. LWIC is proud to be Europe's oldest authentic Caribbean Carnival - the first to incorporate all three of the essential elements of Caribbean Carnival i.e. a parade, music and costume masquerade. The biggest Caribbean carnival street parade outside London, LWIC annual procession regularly attracts up to 150,000 visitors. Our annual summer events programme features a children's costume show, a soca music contest, J'ouvert morning parade, the main attraction which is the annual street masquerade parade and the King & Queen costume show. We stage year-round activities such as pop-up carnivals, carnival on the road, mentoring programmes, education workshops, special performances at events across the city of Leeds and Yorkshire, showcasing carnival to diverse audiences in schools, universities, museums, statutory and cultural organisations. LWIC delivered a wide-ranging and ambitious programme to mark the milestone 50th Anniversary in 2017 through expanded partnerships with Leeds City Council, The Tetley (art gallery), Leeds Playhouse and West Yorkshire Archives with funding support from the Arts Council England and the National Lottery Heritage Fund.

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