

Cultural Learning Programme Assistant

Salary: £23,781 pro-rata for 6 months (£11,890)

Reporting to: Cultural Learning Manager

Contract: Fixed-term - 6 months

Hours: 37 hours per week

Location: Bradford City Centre Office (City Park) / Hybrid

Closing Date: 16 May 2025

Interviews: 28/ 29/ 30 May 2025

Role Overview

Bradford district's year of culture is set to deliver more than 1,000 new performances and events including 365 artist commissions, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate, and enthusiastic people.

The **Cultural Learning Programme Assistant** plays a vital support role in delivering the cultural learning and creative engagement programmes within Bradford 2025. Working closely with the Cultural Learning and Engagement teams, this position focuses on **coordination, logistics, and administration** to ensure smooth and efficient programme delivery.

This is an ideal opportunity for someone looking to gain hands-on experience in the arts and cultural sector, particularly in Cultural Learning and Engagement. By Cultural Learning, we mean all aspects of our work with schools and the wider education sector, including home-educated learners, SEND settings, and alternative provision. It's about using arts, culture, and heritage as tools for learning, creativity, and connection—whether that's through classroom projects, artist residencies, workshops and sessions, or tailored experiences that meet the needs of diverse learners.

The Cultural Learning Programme Assistant will help support partners, organisations or artists, manage project timelines, handle logistics, and ensure accurate record-keeping, all while contributing to the success of Bradford's year as UK City of Culture 2025.

This role also supports the team's efforts to ensure cultural learning is inclusive, accessible, and representative of Bradford's diverse communities.

Key Responsibilities

Programme Coordination & Support

- Provide administrative and logistical support to the Cultural Learning and Engagement Teams, including scheduling, record-keeping, and database management.
- Support the planning and delivery of cultural learning projects, including maintaining project documentation, monitoring, and timelines.
- Assist in developing and maintaining project schedules and event calendars.

Stakeholder Support

- Support communications and logistics with external stakeholders, including educators, schools and creative partners.
- Assist with the coordination of meetings and events, including diary management, room bookings, catering, and minute-taking where required.
- Help ensure smooth liaison between creative teams and Bradford 2025 staff to deliver high-quality projects.

Communications & Copywriting

- Manage the Cultural Learning inbox, responding to enquiries from schools, learners, educators, and partners in a timely and professional manner.
- Lead on drafting and editing content for the Cultural Learning newsletter, creatively showcasing opportunities, project updates, and educational resources.
- Support the creation of engaging copy for internal and external communications, including newsletters, social media updates, and website content relating to learning activity.

Project Administration & Evaluation

- Maintain spreadsheets and filing systems for monitoring project progress.
- Support project processes, including dealing with correspondence, maintaining accurate records, and supporting monitoring and reporting.
- Assist in gathering and collating evaluation materials for funded projects and programmes.

Team Support & Wider Contribution

- Develop a good understanding of the City of Culture Programme and its benefits to Bradford and partners.
 - Act as a positive ambassador for Bradford City of Culture 2025, representing the organisation's values of inclusivity, creativity, and collaboration.
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Essential Skills & Experience

- Strong administrative and organisational skills, with attention to detail.
- Excellent verbal and written communication skills.
- High level of computer literacy, including proficiency in MS Office applications.
- Enthusiasm for arts, culture, and cultural learning.
- Ability to manage time effectively and handle multiple tasks simultaneously.

Desirable Skills

- Experience in arts administration or supporting creative projects (formal or informal).
- Knowledge of the Bradford District and its cultural and educational context.
- Understanding of the cultural or heritage sector and its role in learning and engagement.
- Experience working with and/or facilitating in-person delivery schools, educators, or young people.

Benefits include:

- Up to £23,781 annual salary pro-rata, dependent upon previous experience
- 37 hours per week worked flexibly Monday to Friday, predominantly office-based (City Centre location).
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- Death in Service cover of 2x annual salary
- Confidential Employee Assistant Helpline

We expect everyone in our team to:

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.
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We are committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace, and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.

To apply for this role please send a copy of your CV along with a cover letter (of no more than 1 side of A4) to: recruitment@bradford2025.co.uk

Closing Date: 16 May 2025