

BD25 Creative Health Project Officer**Fixed term to end March 2026****Closing date: 18 June 2025****Interviews will be held on: week commencing 30 June 2025**

Bradford 2025 is leading an ambitious cultural program as part of the district's UK City of Culture celebrations. Our **Creative Health** strand focuses on the intersection of arts, culture, and wellbeing, working with cross-sector partners to improve health outcomes through creativity.

We are seeking a **highly organised and proactive Creative Health Project Officer** to support the Creative Health Manager in the delivery of this program. The role will include **event coordination, stakeholder liaison, communications, and administrative support**, ensuring that Creative Health activities run smoothly and effectively.

This is an exciting opportunity for someone who is passionate about **arts, health, and community engagement**, and thrives in a fast-paced, collaborative environment.

Key Responsibilities**Administrative & Organisational Support**

- Support inbox and diary management for the Creative Health Manager, responding to and triaging inquiries where appropriate.
- Assist in scheduling and preparing for Creative Health Steering Group meetings, including drafting agendas, circulating invites, taking minutes, and tracking follow-up actions.
- Maintain the Creative Health Community of Practice mailing list, ensuring GDPR compliance and timely communications.
- Ensure safeguarding procedures are followed and assist in coordinating risk assessments in line with event or activity requirements.

Event Coordination & Logistics

- Support the delivery of Community of Practice events (sector-specific and cross-sector gatherings, training sessions), including venue liaison, catering, accessibility, tech set-up and front-of-house.
- Lead on logistical planning for specific events or projects as delegated by the Creative Health Manager.
- Raise Purchase Orders and track event-related budgets, under the guidance and approval of the Creative Health Manager.
- Work with the Project Assistant to ensure practical arrangements are in place and run smoothly on the day.
- Promote inclusive practices and contribute to reducing barriers to participation.

Communications & Content Support

- Draft copy for event invitations, stakeholder newsletters and updates.
- Support content planning with the Comms Team and provide advance notice of upcoming activity.
- Provide draft content for social media and digital platforms to showcase Creative Health initiatives, working with the Digital Team where needed.
- Ensure content is accessible and inclusive (e.g., easy-read materials, alt-text, captioned videos).

Evaluation & Impact Liaison

- Liaise with the Bradford 2025 Evaluation Team to implement appropriate data collection tools (e.g., Slido, surveys) for events and projects.
- Assist in collecting and organising participant feedback and engagement data.
- Contribute to internal reporting and reflect on engagement trends to help shape future activity.

Person Specification

Essential Skills & Experience

- Experience in project coordination, administration, or event management, ideally in the arts, cultural, or health sectors.
- Strong organisational skills with the ability to manage multiple tasks, deadlines, and logistics.
- Excellent written and verbal communication skills, with experience preparing emails, event copy, and meeting notes.
- Comfortable liaising with a range of stakeholders, including partners from the arts, health, VCSE and public sectors.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Understanding of GDPR and data protection principles.
- A collaborative and proactive approach, with the ability to work both independently and as part of a team.
- Flexibility to adapt to fast-paced environments and shifting priorities.
- Commitment to diversity, inclusion, and accessibility in all aspects of work.

Desirable

- Experience working in Creative Health, Social Prescribing, or Community Engagement.
- Familiarity with CRM systems, event platforms (Eventbrite), or audience engagement tools (e.g. Slido, Mentimeter).
- Awareness of safeguarding policies and risk assessment processes.
- Experience supporting partnership working between organisations across sectors.
- Knowledge of the Bradford district's cultural and/or health landscape.

Benefits include:

- Up to £27,000 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
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

We're 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 and a short cover letter outlining your relevant experience to recruitment@bradford2025.co.uk