



## Freelance Project Administrator Opportunity Callout UpFront Survivors, Viv Gordon Company

Flexible, 1 day (8 hours) a week  
Location: Hybrid: in/near Bristol with remote working  
Term: January 2024 - March 2025\*

### Overview of Contract

The Freelance Project Administrator will support Viv Gordon Company team in delivering the UpFront Survivors programme of workshops, events, training and social change network.

\*Funding for this contract is confirmed to March 2024 when we anticipate it will be confirmed for another year to March 2025.

### About the Project:

Viv Gordon Company makes work by with and for child sexual abuse (CSA) survivors and creates spaces for survivors and allies to come together and claim cultural space to make noise about our experiences, rights and concerns. Our work seeks to remove barriers to participation for CSA survivors and drive narrative change moving away from ideas of guilt, shame, isolation and cultural silencing towards celebrating survival as a creative act.

We are delivering a national, multi-year project called UpFront Survivors. The project is about our community leading cultural change through creating visible survivor-led community spaces and experiences. We are doing this in partnership with frontline services to work towards effective, holistic, sustainable support.

UpFront Survivors has 4 interacting programmes:

**Finding the Words** – a creative workshop programme designed and delivered by CSA survivor artists for CSA survivors.

**National Creative Social Change Network** – a national community network for survivors of CSA who want to engage in creative changemaking; a peer-led forum designed and sustained by CSA survivors.

**Creative Leaders Training** – develops and mentors emerging CSA survivor creative leaders. Each trainee is supported to deliver their own workshop(s) for our community.

**Cultural and Community Spaces** – A series of co-created and co-produced pop-up spaces for our community to gather, be creative and make change starting in 2023 in Exeter and Bristol.

More information about the UpFront Survivors project [is available here.](#)

## Services Description

Between January 2024- March 2024, you will provide administrative support to the Viv Gordon Company for the UpFront Survivors project. This will include:

- Responding to enquiries by email and phone
- Researching venues, accommodation, suppliers and access support providers and getting quotes
- Filing, using our remote system
- Booking meetings in with our team, partners and freelancers & circulating Zoom links and agendas where required
- Taking notes at some meetings (mostly via zoom)
- Drafting contracts for artists/suppliers (using templates)
- Supporting on data collection for evaluation and reporting
- Chasing invoices and expense claims
- Booking access support provision for speakers/workshop leaders/trainees
- Supporting the team with marketing & promotion: requesting copy, posting opportunities, promoting events via Eventbrite & managing bookings
- Other admin tasks required for delivery of the Project.

You'll need to be registered as self-employed with your own laptop and phone to deliver the contract.

You will need to be flexible to attend some meetings in person in Bristol. Most of the Services will need to be undertaken in daytime working hours to have cross-over with other team members, but we are open to a conversation about how this works best for you. One of our team does not work Fridays so we would need to avoid this being your only working day and it would be preferable if you can be available on more than one day a week.

## About You

The successful Contractor will demonstrate the following skills:

### *Essential*

- Strong communication skills, with the ability to work well in a team and independently
- Friendly and supportive approach to working with people
- Proven organisational skills
- Attention to detail
- Experience of formatting documents using Google Docs, Microsoft Word or equivalent
- Ability to create and update databases using Excel, Google Sheets or equivalent
- Awareness of access and inclusion.

### *Desirable*

- Experience of being in survivor-led or activist spaces.

### What's the fee?

Fixed fee of £120 per day, 1 day a week (based on £15 per hour x 8 hours)

A separate access budget is available.

### What will the hiring process be?

Please send (PDF or Word format preferable):

- A short cover letter (approximately one side of A4) OR a voice/video recording (approximately 2 minutes long) explaining how you meet the job criteria and why you are interested in the role.

and

- An up-to-date CV including 1 reference

to [hello@vivgordoncompany.com](mailto:hello@vivgordoncompany.com)

**Deadline:** 9am on Monday 8th January 2024

**Interviews:** Monday 15<sup>th</sup> January 2024 - by Zoom

Please fill out our Equal Opportunities monitoring form [here](#).

This contract will be subject to a satisfactory DBS check.

UpFront Survivors is funded through the Home Office Support for Victims and Survivors of Child Sexual Abuse (SVSCSA) Fund 2022/25, developed and delivered in partnership with SARSAS, The Greenhouse and Coventry University.