



Company: Look Like Me Book Challenge C.I.C.

Our motto: Changing the Narrative

Role: Freelance Administration Assistant.
Report to: Project Manager Winsome Duncan.
Part-time: Flexi times apply (up to 10 hours per week).
Workdays: Monday to Saturday flexi days apply.
Weekend: Need to be available on some Saturdays for workshops.
Contract type: Temporary.

Duration: December 2023.
Salary: £15 per hour.
Contract: In-person and working remotely.
London-Based Location: London Bridge SE1.

Please email your CV and cover letter and explain why you meet our job specification below:
looklikemebookchallenge@gmail.com

Deadline: Thursday 6th of July, 6pm (submissions received after this will not be accepted.)

Interview Dates:
Tuesday 11th July 12pm – 4pm
Thursday 13th July 12pm – 4pm
Friday 14th July 11am – 3pm

Immediate start required – DBS required – You are responsible for paying tax and national insurance

Brief Overview:

This is an interesting, varied, intensive, and diverse role, which requires confidentiality and attention to detail. You will be the first point of contact for parents, young people, Workshop Facilitators, and freelancers' inquiries. This role is for an enthusiastic candidate who enjoys and thrives off learning new things. We are seeking a focused and disciplined individual who is friendly, confident and works well with managing projects for children and young people.

Key Skills:

- To make and receive telephone calls to parents and press
- To respond to all inbox emails promptly
- Must have a reliable Wi-Fi connection when working remotely

- Must own a fully functioning laptop and mobile phone with unlimited calls
- Must be confident in persuasive language
- Must have an interest in the publishing industry and its mechanisms
- To deliver administrative services to young Authors, advisory board, and freelance staff
- Manage Eventbrite registration for parents, young authors, induction and tasters days
- Offer administrative support to the project by answering all inquiries
- Suggest and implement changes (workflow/configuration) to optimise performance of Look Like Me Book Challenge C.I.C. customer services and brand
- Trouble shooting/providing young authors feedback to the Project Manager
- Provide parents with a written copyright agreement or engagement letters plus follow ups
- To liaise with the team and manage timelines and deadlines efficiently
- Take minutes at meetings or online conferences call
- Represent the Look Like Me Book Challenge C.I.C. brand professionally in all communication with external organisations, media and press
- Be the first point of contact for engagement for service users and their parents
- Respond to queries within 48 hours
- To action any additional duties within the specification of your role not listed here within reason
- Administration ensure all manuscripts are received in a timely fashion and to make sure that fast-track manuscripts are working to schedule and chase authors where necessary
- To create PDF and PowerPoint presentations for taster and induction days
- To update Google share online folders
- Chase authors for outstanding written work
- Proactive, consultative and customer orientated
- Proven organisation and great communication skills



- Strong administration skills
- An excellent understanding of Microsoft Office
- Strong IT skills
- To write letters and follow up on emails promptly
- Follow up on press and marketing campaign initiated by the Project Manager
- A flexible and positive work approach
- Highly motivated with a willingness to seize the initiative
- Accuracy in communication and clear delivery of messages
- Effective at actioning tasks without supervision
- Must be a self-starter and motivated with a can-do approach and attitude

Personal Specification

Essential

- Must be available to work in person when required for activities and workshop
- Ability to thrive working independently from home
- To understand the ethos of Look Like Me Book Challenge C.I.C.
- Ability to work successfully in a team and independently
- Able to organise conferences group calls via Zoom or on the telephone
- Must be competent at opening new social media accounts, understanding software and data usage
- Excellent working knowledge of Microsoft 365 Office Suite including the use of
- databases and spreadsheets for reporting data
- Excellent administrative skills, including attention to details by using a systematic approach and the ability to a heavy juggle workload
- Good communication skills, the ability to build positive working relationships, with a customer service focus
- Education to a collage or six form level

- Be an effective communicator with the ability to convey information clearly and concisely in person, in writing, online and over the telephone
- An ideas generator and an independent thinker
- A can-do attitude with a task-oriented approach
- Has an ability to take ownership for the work produced
- Ability to maintain confidentiality and to exercise discretion
- Hard working, punctual and reliable
- A great command of the English language (spelling and grammar)
- Self-motivated with the ability to adapt to changing situations
- Ability to absorb new information quickly
- Ability to produce high-quality work and professional documentation for internal and external distribution

Remember to please include in the opening of your cover letter to us; what is your favourite book and why?

Thank you, we will be in touch shortly should you be successful.