

GLIMPSE

Job Description
Assistant Producer
Contract term: 12 months
March 2019

Who we are

Glimpse is an award-winning collective which brings a positive and creative approach to social and environmental issues. As well as running our own campaigns, we work with NGOs and grassroots organisations to offer creative and strategic expertise.

Our previous campaigns include the Citizens Advertising Takeover Service ([CATS](#)), which replaced 68 tube adverts with unbranded pictures of cats. We also created the Choose Love [store](#) with Help Refugees - the world's first shop where you can buy real products for refugees.

We have a small core team, supported by a large collective of creative professionals from a wide range of backgrounds including design, advertising, filmmaking and event production.

About the role

We're looking for someone with great organisational skills and a 'can do' attitude to help us in these exciting early stages of Glimpse. Someone who believes in our mission and is able to do a wide range of tasks quickly and effectively.

You'll be working closely with the rest of the Glimpse team on projects covering a range of social and environmental issues, from refugee support to cutting waste from coffee cups.

Half of your time will be dedicated to supporting a nationwide campaign for clean air led by parent activists. You'll work closely with the Senior Campaigner leading this project, doing everything you can to help this group of committed and passionate parents make a real impact on air pollution in the UK.

You'll have relevant experience in project support, administration and logistics. And you'll be super organised and ready to learn fast.

You'll be curious about new trends, films, books and music. You'll be willing to share your ideas with the team. You'll have a decent idea of your own values and a desire to work on stuff you care about. Hopefully you'll have a good sense of humour too.

We've listed some of the specific capabilities below, but we're interested in people who are willing to stretch themselves and be flexible.

Responsibilities

- Research: Researching trends, issues and news reports. Producing summaries and making smart suggestions.
- Logistics: Booking travel, deliveries, venues, sourcing equipment, sorting food and refreshments etc.
- Admin: Managing calendars, setting up meetings, taking and circulating notes.
- Creativity: Taking part in creative sessions, sharing ideas, producing presentation slides.
- Social media: Monitoring groups, responding to queries, spotting opportunities and feeding back to colleagues. Suggesting posts and ideas for Glimpse social media channels.

Experience and skills

Required

- At least two year's experience working for a comparable professional organisation.
- General administrative experience, including tasks such as event planning and project coordination.
- Strong organisational and time management skills.
- Close attention to detail.
- A confident and efficient communicator in both writing and speech.
- A great people person, with strong relationship building skills.

- Proactive with a keen eye for spotting opportunities.
- Self-motivated and able to use your initiative to get the job done.
- Highly proficient in Facebook, Instagram and Twitter.
- Passionate about the issues we work on, including clean air and the need to reduce air pollution.

Preferred

- Experience of managing social media channels in a professional setting.
- Experience with project management software and processes.
- Creativity and willingness to share your ideas with the team.
- Experience of working with Google Docs and creating presentations in Google Slides.

Contract length

Twelve month contract (with a three month probationary period).

Compensation and Benefits

£25,000 - £30,000 (depending on experience)

Glimpse operates for four days per week from a central London location. We're flexible on hours and how many days you're in the office.

At Glimpse we value diversity and lived experience, and we are committed to providing equal opportunities for everyone regardless of their background.

Notice period

28 days

Apply

To apply for this role, please send your CV and a covering letter telling us why you're suited to the job and why you want to work for Glimpse - in 300 words or less.

Contact / applications

Please send your CV and covering letter, stating the job title in the subject line to jobs@weglimpse.co

Due to a high number of applicants we will only respond if your application is successful and you are shortlisted for an interview.

Application deadline

Tuesday 2nd April.

Interview dates

Wednesday 10th and Thursday 11th April.

Thank you for applying!

www.weglimpse.co