

Job Description

Group Member:		Luminate Group Services	
Job Title:		Project and Content Officer	
Reports to:		Group CSR Projects Coordinator	
Contract Fixed Term Date:		31 July 2026	
Job Grade	RLW	Department	Innovation & Development

ROLE SUMMARY:

The post holder will offer a people focussed responsive and quality administrative service whilst ensuring efficient, accurate and timely development and delivery of Projects, Events and Partnership opportunities.

Within the department, there will be scope to work on existing projects, co-create new projects and champion good practice across the group in connection with your creative skillset, within a supportive framework that allows for personal development. This role will provide agile support to the Innovation and Development team, as principal officer for creative content-creation, supporting the growth of digital impact sharing and delivering CSR projects. You will be supporting in communicating team actions and activities, the progress and impact of projects and working alongside the team on the design and delivery of projects intended to support the Luminate Group strategy. The Project and Content Officer will play an active role in supporting team, taking direction from the Innovation and Development team and wider college requests.

- Assist the team with general administrative assistance.
- Designing, creating and communicating delivery of projects and events across the group
- Developing creative media content to clearly communicate and highlight key information

SPECIFIC ROLE RESPONSIBILITIES:

1. To provide support to the directorate's management team in relation to projects, events and partnerships.
2. To advance various initiatives and activities including the improvement of group-wide culture for staff and students, wellbeing and belonging initiatives and community social responsibility strands.
3. Create high quality engaging creative content to communicate and promote initiatives, opportunities and good practice, news stories. This will be in a variety of creative formats such as posters, presentations, handbooks, videos and infographics, and may at times include capturing events and practice through photography and videography. Utilise these digital assets to demonstrate the impacts made through storytelling and data.

4. Support upskilling the workforce with digital skills that can be utilised for impact reporting and project documentation, such as photography skills.

CORE RESPONSIBILITIES:

1. Provide comprehensive administration support to the department and its management function.
2. Act as the first point of contact within the department and provide excellent customer service with both internal and external stakeholders.
3. Carry out routine office tasks that are related to the department such as maintaining departmental filing, photocopying, word-processing and diary management.
4. Collect and record data, prepare low level reports and spreadsheets on information relating to the department
5. Develop, maintain and update the departmental filing, document storage and retrieval systems including handling confidential documents
6. Any other duties that are specific to the department
7. Assistance in the preparation, support and participation of examinations and invigilation across the Group

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Person Specification

Job Title:	Project and Content Officer
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form.

Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 qualification in English and Mathematics or above	A / C
E	Q2 Relevant Project Management Qualification	A / C
E	Q3. Relevant qualification or experience in creative content-creation	A / I / C

Experience and Knowledge

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good working knowledge of Microsoft Office, SharePoint or Google applications	A
D	EK2. Experience of gathering data and information and then producing reports including graphs, tables and spreadsheets	A / I

D	EK3. Experience of working in an admin environment	A / I
E	EK4. Working knowledge of creative software such as Adobe CS Suites (Premier Pro, Photoshop, Illustrator, Indesign), Canva or similar.	A / I
E	EK5. Experience and passion in multimedia content-creation (i.e. writing copy, design, photography, filming and editing) and a willingness to learn where skills are not yet developed or can be strengthened.	A / I
E	EK6. Working knowledge of digital photography and recording film, or be willing to learn.	A
E	EK7. Working knowledge of editing film and photography, or be willing to learn.	A

Skills and Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication and IT skills; especially in using multiple types of documents like spreadsheets, handbooks, strategy documents or funding or grant notices.	A / I
E	SC2. Excellent organisation skills with a keen eye for detail; particularly with creating content, editing or sharing work to a group of people.	A / I
E	SC3. Demonstrate good experience of basic skills or awareness of projects know-how; for example a range of experience is valid so this could look like events in community, fundraising, sports events or volunteering on a project where you took part in or took lead on either the design, delivery or evaluation of these types of projects.	A / I

E	SC4. Excellent attention to detail; particularly spelling and grammar	A / I
E	SC5. Excellent creative and digital creation skills	A / I
E	SC6. Skilled at contributing positive proactive ideas and solutions to teams and at events or partnership meetings, as well as a willingness to develop this skill and commitment to professional contribution.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I