

Programmes and Marketing Assistant

The Literary Consultancy

Reports to Head of Writing Services

Contract Fixed-term (12 months) with a view to extending

Hours Part-time, 22.5 hours per week, remote working

Salary £26,000 per annum, pro rated

Deadline for applications 12pm (midday) GMT Monday 6th February 2023

Job Purpose: *To provide administrative support across The Literary Consultancy's programmes (including events, prizes, and bursaries) and to create content for our social media and marketing platforms.*

Job Summary: TLC is recruiting for the role of part-time Programmes and Marketing Assistant. We are looking for an enthusiastic person to join our small but dedicated remote staff team and provide administrative support to the company across its programmes and marketing. You will be primarily working across TLC's Being A Writer platform and general events programme, and will be responsible for generating content and copy across our social media and marketing platforms. This is a rare opportunity to join a dynamic organisation which sits at the heart of literature and writer development in the UK and beyond.

Experience: As this is an entry-level/junior role, whilst previous experience is valued, it is not necessary and support and training will be provided. You must have the right to work in the UK to apply for this role.

Remote and Flexible: TLC is based in London but works nationally and we welcome applications from those based anywhere in the UK for this remote role. If working remotely, we will arrange for you to have access to a Hubble Pass for 1-2 days of co-working per month at a hot desk of your choice within the national Hubble Pass Directory.

About Us

The Literary Consultancy (TLC) was the first consultancy of its kind, founded in 1996 on unique psychoanalytic principles that explore why writers write, and examining the gap between writers and the publishing industry. Our mission is to create a culture of creativity championing writers and writing, and to celebrate voices from across the literary spectrum. Since our inception, our purpose has been to offer industry-recommended writing services including manuscript assessment, copy-editing, and mentoring to writers at all levels and across all types of writing. We curate events which cultivate the personal value of writing, equipping writers with context, confidence, and skills to thrive.

“TLC is, put plainly, a force of good for writers. They make facing the blank page feel less lonely. They champion, they challenge, they cheerlead.” Kelleigh Greenberg-Jephcott, *Swansong*, longlisted for the Women’s Prize

TLC’s Arts Council NPO status has helped us to become an industry leader in the provision of professional services to writers who would not otherwise be able to access them. Our virtual office is based in London, but our staff team has been remote since 2020 and 68% of our freelance team are based outside of London and the South East. This reflects TLC’s national work, and our clientele is made up of writers writing in English from all over the world.

Over 13,000 writers have benefited from our services, and hundreds have found readerships through significant commercial book deals, digital serialisation, independent publishing, self-publishing, and the translation of stories to new media such as film and theatre.

In 2015 our successful Free Reads bursary scheme became the nationwide Quality Writing for All Campaign. The campaign currently provides editorial bursaries, scholarships, accessible events and professional development opportunities to writers and aspiring editors across England.

We believe that fair, objective feedback can unlock the creative potential of writers at all levels, from emerging to established professional. All our work builds from our core values which are: creativity, integrity, honesty, and resilience.

What the job involves

- *Programming support:* event ticketing, sales reporting, Being A Writer community engagement and member management, special projects support (e.g., Prizes, Courses, Bursaries)
- *Community engagement:* Being A Writer member management; digital platform support; guest speaker and tutor liaison; tech support for online activities and events

- *Data administration*: entering data into our central database; preparing reports; sending surveys
- *Marketing*: working with the Head of Writing Services to support TLC's marketing and content strategy; posting regular updates on Facebook, Twitter and Instagram; cultivating relationships with cross-promotional partners; occasional marketing research tasks; generating newsletter copy; monitoring analytics and producing reports.

What we are looking for

- Some previous administrative experience is desirable (does not have to be in the world of literature/publishing and may be voluntary)
- Proficiency in Office software and programmes (Word, Outlook, Excel)
- An active interest in social media
- A passion for literature, creativity and wellbeing
- A passion for inclusive culture in the arts world
- An interest in community engagement/community building
- Strong communication skills
- Ability to work in a small team
- Alignment with our values and company ethos.

Benefits

- 22 days' paid holiday entitlement plus bank holidays, increasing by one day per additional year of employment
- Enrichment week: one week of paid leave per annum for personal enrichment (volunteer work, skills training, creative pursuits, rest)
- £100 reading bonus
- Company profit share bonus scheme
- Skillshare annual membership
- Flexible working hours
- Hubble HQ hot desk access 1 day per week (location dependent)
- Discounted gym membership through The Office Group

- Employee Assistance Programme.

Equal Opportunities

The Literary Consultancy is an equal opportunities employer. We particularly welcome applications from global majority applicants, neurodivergent applicants, and applicants with disabilities and/or chronic illnesses, as they are under-represented within the UK literature sector. We do not discriminate on grounds of age, disability, gender, gender reassignment, marital status, maternity and pregnancy, race, religion, class and sexual orientation.

All candidates are invited to fill in an Equal Opportunities Monitoring Form as part of our equal opportunities evaluation. Form data is collected and stored anonymously and confidentially in line with TLC's Privacy Policy. It will not affect your application.

How to Apply

Step One

Please apply with **a letter of no more than two A4 pages in length** explaining why you are a good fit for this role, referring to the job description above and any relevant skills, competencies or experiences. Please also let us know:

- 1) what you would most look forward to
- 2) one question you would like to ask us about our programmes and/or marketing.

Please clearly refer to any relevant experience in your covering letter. No CV is required and we do not expect you to list any formal educational qualifications.

Send the letter to us by email: info@literaryconsultancy.co.uk

Use the subject line 'Programmes and Marketing Assistant'.

Step Two

Fill in an Equal Opportunities Monitoring Form [here](#).

Access

Please contact us at info@literaryconsultancy.co.uk by no later than one week clear of the application deadline if you require further assistance with the application, additional support for the interview process, or if you would like to apply with a **video** or **audio** file (4 minutes max length) instead of with a letter. We can then supply you with a secure upload link and will endeavour to source appropriate support for you.

Deadline and Interview Process

Deadline for applications: 12pm midday (GMT), Monday 6th February 2023

Interviews: 9th/10th/13th February on Zoom, 1 hour maximum per interview

Start date: Flexible

If you would like to have a confidential chat about this role in order to assess whether you would like to apply, please contact TLC's Director Aki Schilz at aki@literaryconsultancy.co.uk

END OF JOB PACK