



# STEP

## Creative Assistant

Location of role:	Hybrid (London)
Placement hours:	32 hours per week
Working pattern:	4 days per week
Placement length:	12 months
Salary:	London Living Wage (£11.95 per hour)
STEP Strand:	Advertising, PR, Marketing & Publishing

## About The Student View

The Student View is a media literacy charity that trains young people how to spot misinformation and as local news reporters. We want every child to have a high-quality media literacy education so that they can thrive in society and have their voice heard in things that matter to them.

We aim to improve diversity in the media, media literacy, and revitalise local news deserts. We do this through:

- Launching pop-up newsrooms, run by local journalists that we have trained, where pupil journalists write local news stories, focused on the issues that our young people care about most
- Training teachers to deliver our pop-up newsrooms and workshops with the support of local journalists
- The Student View Media Journalism Fellowship for young people breaking into media, broadcast and journalism
- Policy influence, we are also the founding Secretariat of the All-Party Parliamentary Group on Media Literacy. We have convened some of the biggest names in big tech and media to speak with the All-Party Parliamentary Group
- Working with great partners to develop our media literacy framework and our curriculum

Student View has won The News/Media Literacy Award category in the 2019 Global Youth & News Media Prize, among other accolades.

Supporters and partners of the organisations work include:

- The Financial Times
- Bloomberg
- BellingCat
- DEMO
- PSHE
- NewsUK (The Times, The Sunday Times, The Sun + more)

## About the role:

We are looking for a Creative Assistant to join us at The Student View, within our Social Media & Marketing team. You will be reporting directly to our Executive Director and Social Media Consultant, and be working on a host of cool and exciting content.

The right candidate will have hands-on experience with social media design across channels such as Instagram, YouTube, Tik Tok, and commercial experience working as part of a team.

The candidate will also spend a portion of their time at events, capturing photography/videography, so interest or experience in this is essential.

# Skills and experience

- Creative ideas
- Strong organisational skills
- Proactive
- Strong attention to detail
- Excellent Time Management Skills
- Experience in using Google Drive/Workspace applications i.e., Google Sheets
- Experience in creative platforms such as canva would be desirable
- Experience in Social Media/Marketing

## Key responsibilities

- Work with TSV on Marketing, social media and storytelling
- Work with TSV department leads on creative briefs
- Research trends and scope
- Work on content with TSV Fellows for socials, web and blog
- Support the maintenance of the TSV Brand Guidelines

# About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist

industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

## How to apply

Complete our STEP application form by 10am on Friday 31 March, you can upload video or audio responses.

STEP application form

## For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>