

# CREATIVE ISLAND

5<sup>th</sup> May 2026

Dear Applicant,

Thank you for your interest in the admin and communications assistant role with Creative Island. This is a part-time temporary position to support the organisation through a busy period with the delivery of *CAN YOU HEAR US?* [canyouhearus.uk](http://canyouhearus.uk), - a six week celebration of the Island - and the delivery of a major heritage programme.

Firstly, a bit about us. We champion the cultural sector and explore ways of ensuring the Island's cultural and creative sector work better together. We are a small happy company based in Cowes working across the island. To get an insight into our current programmes and an introduction to the work visit [www.creativeisland.org](http://www.creativeisland.org)

Currently we are a team of five running a Talent Development programme, Cultural Education Partnership, a major place partnership and heritage programme..

Hopefully the job description that follows this introduction will give you a sense of our ambition and the role, however feel free to get in touch if you want to ask a question or to understand our ambition better. To apply please send a CV and short covering letter explaining why you are interested to [gavin@creativeisland.org](mailto:gavin@creativeisland.org) by 21st May with interviews planned for the 26<sup>th</sup> May.

And, should you decide to apply, good luck. We look forward to hearing from you.



Gavin Stride  
Director | Creative Island

Mobile: (07775) 558 695

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Position:	Administration and Communications Assistant (P/time flexible 18 hours per week)
Salary	£25,000 pro rata based on 37.5 hours a week from June-December 2026
Based:	Building 41, Newport Road, Cowes, PO31 8BX.
Responsible to:	Communications Manager
Last Updated:	May 2026

## **1. Objectives and Responsibilities:**

- 1.1 To offer general administrative support across the company
- 1.2 Support all internal and external communications for Creative Island.
- 1.3 Undertake any other tasks that can be reasonably required of the role.

## **2. Duties:**

- 2.1 To offer general administration support across the company.

Arranging meetings and taking minutes for network circulation

Attend occasional sectoral meetings, events or conferences to better understand the needs and challenges of the Island.

Occasional support with event set-up/pack-down, and support with film/photography.

- 2.2.1 Support all internal and external communications for Creative Island.

General marketing support: content creation, asset creation (using tools like Canva and Figma) across our platforms: Instagram, Facebook and LinkedIn.

Assist with communications storytelling, capturing the creative and cultural environment on the Island and sharing that via our digital platforms.

- 2.3 To undertake any other tasks that can reasonably be required of the role.

Ensure that Creative Island is contributing to and benefitting from other Island providers in arts, culture & heritage.

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## **Person Skills**

This is a part time 7 month role during a busy period for Creative Island. It will probably appeal to someone looking to gain experience in Arts Administration or who is interested in pursuing a new opportunity. You should be 'digitally confident' and happy to get stuck in. Someone who either has experience of social media or is keen to learn. We are keen to find someone who is able to start relatively quickly, who wants to contribute to a busy dynamic programme of creative activities and make the most of the opportunity for yourself.