



OBX Kickstarter for those aged 16-24

Hastings Commons CLT (HCCLT or 'CLT')

Hourly rate: £8.60 - £11.44 per hour (depends on age)

Hours: 25 hours a week*

*There may be flexibility to ensure that benefits are not affected

Based in: Observer Building, Cambridge Road, Hastings TN34 1DT

Reports to: OBX Digital Assistant

Hastings Commons is an ambitious approach to holistic community-led regeneration. We engage with people to build the power to make change, tackling dereliction and waste by taking spaces into use for community benefit as homes, workspace, and inclusive leisure. In these environments people are able to enhance their lives through learning, enterprise and better wellbeing, and to shape their place, physically, economically, socially and culturally.

Successful applicants will be subject to pre-employment safeguarding checks including an enhanced disclosure and barring service (DBS) check. The post is exempt from the Rehabilitation of Offenders Act 1974, and we are therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Purpose of the role

OBX is the Creative Technology hub for Hastings Commons. In this role, you will provide support to the OBX team in running workshops, talks, exhibitions and arts projects. During your placement, you will provide technical support for events, talks and workshops.

TASKS & RESPONSIBILITIES

- Undertake administrative tasks such as responding to emails, managing your calendar and diaries in line with OBX.
- Provide technical support for events, talks and workshops using various hardware and software.
- Use of applications such as Gmail, Google Docs, Google Sheets, Google Slides etc.
- Learn to produce content and run events for OBX team meetings, events, talks and workshops.
- Liaising with staff, children and families, and other visitors to the OBX space.
- Learn to accurately input data into OBX systems and databases.
- Attend, participate and contribute to team meetings.
- Learn to contribute to the running of events.
- Learn to manage and prioritise workload to complete tasks on time.

- To support the OBX team to foster a climate where children and young people are keen to become involved. By providing a wide range of mechanisms and support to enable them to do so, including publicity, social media posts, outreach and more.
- Ensure that young people's voice is integral to the work.
- Ensure we work to our DEI policy. <https://hastingscommons.com/diversity-equity-inclusion-policy/>

WHAT YOU'LL GET FROM WORKING AT HASTINGS COMMONS...

- Make a real contribution to the community around you and have a hand in investing in the future of Hastings.
- Our culture and mission is to invest in our staff to build on their existing skills through bespoke development and training opportunities.
- We are a kind and compassionate employer with a mental health first approach to work
- No pension contribution deductions have to come from your salary, we contribute 100% (you can add more to the pension if you choose).
- Employee Assistance Program.
- Monthly wellbeing budget.
- Monthly team lunch on us and lots of social events.
- 23 day holiday + bank holidays (increases by one day per year of service).
- Extra-special day off on your birthday.
- 15% staff discount at OB F&B.

Hastings Commons is committed to creating diverse, inclusive environments. We will not discriminate unfairly on the grounds of age, disability, sex, sexual orientation, gender reassignment, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, marriage and civil partnership (all of which are 'protected characteristics' under the law); nor will we discriminate unfairly on the grounds of class, financial status, or any other unjustifiable cause. We seek to recognise and overcome involuntary bias so that nobody with a protected characteristic is discriminated against directly or indirectly, or is victimised or harassed in relation to a relevant protected characteristic.



Photo by Rachel Manns

Person Specification

We are looking for the following skills, experience and aptitude.

	Essential Criteria	Desirable Criteria	Method of Assessment
Key Skills & Abilities	<p>Experience of the digital world e.g. has accessed social media, has played video games.</p> <p>Ability to effectively organise own workload</p> <p>Ability to learn how to 3D scan</p> <p>Ability to communicate effectively both digitally and face-to-face</p> <p>Ability to work in a team.</p> <p>Willingness to learn new software such as Unity and Blender.</p> <p>Willingness to learn hardware e.g printers, speakers, microphones, wifi</p>	<p>Experience of games development software</p> <p>Experience with using online meeting software including Zoom or Teams.</p>	<p>Application</p> <p>Interview</p>

Knowledge	<p>Working knowledge of business tools such as Word, Outlook, Numbers, Pages</p> <p>Ability to make online content. E.g TikTok videos</p>	<p>Working knowledge of Google Applications such as Drive, Docs, Slides, Sheets etc.</p> <p>Willingness to learn software such as DaVinci Resolve, Unity, Blender, Scaniverse, Photoshop.</p>	<p>Application Interview</p>
Personal Attributes	<p>Ability to use your own initiative.</p> <p>Commitment to personal and professional development</p> <p>Good personal organisation skills.</p>		<p>Application Interview</p>