

Job description

Position: Areas of Expertise Coordinator

Reporting to: Areas of Expertise Lead

Location: London, Covent Garden

About The Storytellers

There are not many businesses growing in the current economic environment. We are...

Stories help all of us make meaning, find purpose, and embrace new mindsets and behaviours. Today's VUCA environment means that narrative and storytelling have never been more critical to help leaders build true organisational resilience in the face of constant change.

The Storytellers are a globally leading management consultancy specialising in storytelling. We have worked with over 180 global organisations across multiple geographies to support a variety of change and development initiatives. Our methodology has been tried and tested through 17 years' experience and countless examples of measurable success.

At The Storytellers, we help leaders move their people to accelerate change and transform business performance through integrated programmes with stories at their heart. Working closely with our clients, we co-create clear and emotionally compelling stories that bring people through complex journeys of change - built on narrative frameworks that leaders at every level can use as a tool to engage, connect and equip the whole organisation.

Our diverse team includes vibrant talent from the consulting, strategic writing, creative and production world. We move at pace, we're fun to work with, passionate about what we do and the difference we make for our clients, their people and wider society. As we expand our business, we are looking for resilient self-starters who thrive in a fast developing environment and are excited about joining a growing organisation at a pivotal moment.

Overview

The Areas of Expertise Coordinator role is a newly created role primarily responsible for supporting our Areas of Expertise, which includes Creative, Production, Writers, Facilitators and Digital in order to effectively deliver on time, on budget and to the highest standard for our clients.

This role is a key member of the resourcing team and drives effective collaboration throughout the business, working closely with the Producers and delivery teams to identify expert resource and requirements, plan and schedule forecasted workloads, ensure effective traffic management, briefing and coordination of resources, providing regular updates and ensuring deadlines are met.

This role will also work within client teams where required to provide support in client programme delivery (e.g. production assistance or print management) .

The role will sit within the Areas of Expertise team and will report to the Areas of Expertise Lead.

Key responsibilities

- Responsible for traffic management; the effective planning and scheduling of workloads for the AoE resources, ensuring optimum resourcing, consulting with / providing regular updates to relevant stakeholders and managing agreed deadlines
- Administrative diary management of freelance and associate resource availability (experts)
- Administrative management of AoE suppliers
- Assistant support for the delivery and coordination of specific client team projects
- Manage Associates' bookings, logistics and commercial administration (raising POs, invoices, contracts etc.)
- Administrative support for the Delivery Team with commercial and contractual administration
- Responsible for all in-house printing and production (e.g. binding, laminating)
- Responsible for all external printing requirements (e.g. obtaining quotes, sending artwork, managing delivery deadlines)
- Accountable for organisation of the office environment and equipment (e.g. printers, stationary, other materials), including the installation, operation, maintenance, troubleshooting of technical equipment and schedule of repairs
- Responsible for general studio admin, filing, organisation of studio and ordering supplies
- Proof-reading of internal and external assets and templates, ensuring quality standards are upheld in line with The Storytellers' brand guidelines
- Administrative support for Operations Manager with office, travel and diary management when required

Skills and experience

- Creative agency background preferred
- Knowledge of print production and creative processes
- Experience of production timelines for film, audio recording and photography
- Knowledge of programme management tools and software is a plus, but not required (e.g. Trello)
- Microsoft Excel proficient
- Highly organised with good planning, prioritisation and multi-tasking capability
- Quality focused with excellent attention to detail
- Excellent command of English (verbal and written)
- A true team player, ability to work cross-functionally with agile interdisciplinary teams, including consultants, producers, designers, strategic writers, programme managers and other subject-matter experts that we involve in the delivery of our integrated programmes
- Naturally consultative; seeking first to understand, then to be understood
- Able to work in a fast-paced environment, with a flexible, solutions-oriented attitude in the face of unexpected challenges
- Dynamic, making things happen, proactive self-starter with entrepreneurial spirit

Requirements

- Eligible to work in the UK
- Internationally mobile (travelling)