

Job Title: Administrative and Social Media Co-ordinator, Peckham Platform

Location: Peckham, London

Hours: 3 days per week (exact days negotiable)

Contract: PAYE, part-time, 18 months fixed term

Salary: 25.5k p.a. pro rata

Reporting to: Transformation Lead

Start date: ASAP

To apply:

CV (no more than 2 pages) and covering letter (no more than 2 pages) outlining your suitability for the role and why you'd like to work at Peckham Platform

Application deadline: 12 noon on Wednesday 18 February

Please email your application to: recruitment@peckhamplatform.com

About Peckham Platform

Peckham Platform is a creative and educational charity based in Peckham, south London. We bring local communities together with leading artists to co-produce social art that responds directly to the needs and concerns of the people involved.

The organisation is entering an exciting period of growth as we prepare to move into a new, permanent venue on Peckham Square in summer 2027. This new role sits at the heart of that transition and offers a unique opportunity to grow alongside the organisation.

Role overview

This is a key organisational role that goes beyond traditional administration. The Co-ordinator will act as a central point of connection across the organisation - an organisational lynchpin at a critical moment in Peckham Platform's development.

You will ensure the smooth running of day-to-day operations while also contributing strategically to our programmes and public presence. This role is ideal for someone highly organised, people-focused, and interested in developing a career within the growing arts charity sector.

Key responsibilities

Organisational support

- Support the Transformation Lead and wider team with scheduling, coordination, and general administrative tasks

- Help embed good administrative systems as the organisation grows and prepares for its move to a new venue
- Work with the Transformation Lead and wider team to consider future administrative and operational needs of the organisation in the context of the transition to the new building
- Act as a reliable point of continuity across teams and projects

Communications and social media

- Lead on all social media outreach, including planning, creating, and scheduling content across platforms
- Work with programme teams to ensure Peckham Platform's activities are communicated clearly, creatively, and consistently
- Support wider communications tasks, including newsletters and website updates, where appropriate

Administration and office management

- Act as the first point of contact for external enquiries, monitoring, responding to, and appropriately directing incoming emails
- Manage and streamline Peckham Platform shared documents and other important data, pro-actively ensuring staff keep records accurate and up to date and identifying system improvements where needed
- Oversee day-to-day office administration, including ordering and managing office supplies
- Scheduling team meetings and minuting actions as required
- Maintain effective internal communication and help ensure organisational processes run smoothly

Programme and creative support

- Support programme teams across all stages of project delivery, including planning, delivery, evaluation, and reporting
- Contribute ideas and practical support to projects, events, and public-facing activities
- Work collaboratively across teams to ensure projects are well-coordinated and resourced

Person Specification

Essential

- Strong organisational and administrative skills, with excellent attention to detail
- Confident written and verbal communication skills
- Ability to manage multiple tasks and priorities in a small, busy organisation
- Interest in community arts, social justice, and Peckham Platform's mission and values
- Confidence working independently while also being a supportive team member

Desirable

- Experience working in the arts, charity, or community sector
- Experience managing social media for an organisation
- Familiarity with databases, shared drives, and basic CRM systems
- A creative mindset and willingness to contribute ideas

What We Offer

- A supportive and collaborative working environment
- The opportunity to develop professionally within a growing organisation
- A role that evolves over time, with scope to take on increased responsibility
- The chance to play a meaningful part in Peckham Platform's next chapter, including the move to our new venue in 2027

Equality, diversity and inclusion

Peckham Platform is committed to equality, diversity and inclusion, and to creating a working environment where everyone feels respected, supported and able to thrive. We actively encourage applications from people of all backgrounds, particularly those who are underrepresented in the arts and cultural sector, including people from Black, Asian and

minoritised ethnic backgrounds, disabled people, LGBTQIA+ people, people from working-class backgrounds, and those with lived experience of the communities we work with.

We are committed to making our recruitment process as accessible as possible and welcome requests for reasonable adjustments at any stage of the application or interview process.

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