

Job Description: Production & Administration Assistant

Job role: Production and Administration Assistant

Salary: £15,000 - £18,000 pro rata (based on experience)

Location: Flexible/Hybrid (UK based)

Hours: Part-time (hours negotiable)

Reports to: Managing Director and Board of Trustees

Direct Reports: None

About Us

Travellers Times is the UK's community-led magazine and website for Romany, Traveller, and Roma communities. Run by and for the community, we provide a platform for voices, stories, experiences, achievements, and perspectives that are often absent from mainstream media.

Through journalism, storytelling, community engagement, and advocacy, we challenge stereotypes, celebrate culture and heritage, provide practical information, strengthen community connections, and amplify voices that influence policy and public understanding. As an ambitious charity entering an exciting new phase, we are seeking an organised and proactive Production and Administration Assistant to support our day-to-day operations and help coordinate the distribution and production of our print and digital platforms.

Purpose of the Role

The Production and Administration Assistant will provide vital administrative and operational support to the Travellers Times team.

Working closely with the Managing Director and Editor, you will act as a key point of contact for enquiries, assist with the logistics of magazine production and distribution, maintain our databases, and help keep our day-to-day administration running smoothly. This is an ideal role for an organised individual who thrives in a supportive, collaborative charity environment and wants to contribute to a meaningful, community-led project.

Key Responsibilities

Administration & Operations

- Manage the general Travellers Times correspondence, answering routine enquiries and directing messages to the relevant team members.
- Provide administrative support to the staff team, including scheduling meetings, preparing agendas, and taking minutes.
- Maintain and update internal databases, subscriber lists, and contact directories in compliance with GDPR standards.
- Assist with basic financial admin, in coordination with the management team.

Production & Distribution Support

- Coordinate the distribution lists for the print magazine, liaising directly with our mailing house, subscribers, and community hubs to ensure smooth delivery.
- Assist the Editor with proofreading, tracking contributor submissions, and organising digital media assets (images, videos, and copy).
- Support the upload and formatting of articles and resources on our Content Management System (CMS) and website.
- Help schedule and coordinate social media posts to share our latest stories and promote community engagement.

Person Specification

Essential

- Excellent administrative and organisational skills, with a keen eye for detail and the ability to manage multiple tasks.
- Strong written and verbal communication skills, with a professional and friendly manner when dealing with public and community enquiries.
- Proficiency in standard office IT systems
- A strong commitment to learning about the diverse cultures, histories, and contemporary issues affecting Romany, Traveller, and Roma communities.
- An understanding of, or willingness to learn about, GDPR, data protection, and safe handling of personal information.
- A proven ability to work independently in a remote/hybrid environment while staying connected to a wider team.

Desired

- Prior experience working or volunteering within a charity, community-led, or non-profit organisation.
- Basic experience working with website Content Management Systems (CMS) or email marketing tools (such as Mailchimp).
- Experience with or understanding of print production processes, mail-outs, or database management.
- Lived experience as a member of the Romany, Traveller, or Roma communities.

Personal Qualities

The successful candidate will be:

- Passionate about social justice, challenging stereotypes, and supporting marginalised voices.
- A reliable, helpful, and collaborative teammate who enjoys working in a small, close-knit charity environment.
- Highly organised, self-motivated, and comfortable taking initiative on administrative tasks.

Equal Opportunities

Travellers Times is committed to building an organisation that reflects and represents the communities it serves. We particularly welcome applications from Romany, Traveller, and Roma candidates and from people with lived experience relevant to our mission.