**PROJECT COORDINATOR**

**JOB DESCRIPTION**

Responsible to: Crag Community Arts Management Committee

Responsible for: The development and delivery of creative programmes and projects as agreed.

Job Profile: To coordinate the effective delivery of a programme of community arts workshops, projects and events for Carrick Remade; a 3 year project with sustainability, upcycling and recycling at its core.

Terms and Conditions

Job Title: Project Coordinator

Fixed Term Contract: Feb 2023 to Jan 2026

Salary: £28,000 per annum, Pro rata (0.6 FTE)

Location: Based at the Wee School Arts Space, Girvan with some working from home possible. Travel around the local area will be required.

Hours of work: 22.5 hrs. (3 days per week) Holidays: 28 including Bank Holidays (pro rata)

Pension: Crag Community Arts will auto-enroll eligible employees on a Pension Scheme (employees can opt out) and will make employer contributions as set by legislation.

Please note: Due to the rural nature of the area and lack of public transport we require the post-holder to hold a current driving license and have access to transport and the ability to travel across the district.

Principle Tasks and Key Responsibilities:

Coordinate the development and delivery of programmes, projects, activities and events in line with the aims and intended outcomes of the Carrick Remade Project.

Identify, set up and develop steering and partnership working groups.

Communicate and provide regular feedback to all steering groups and key partner organisations.

Agree, with the Management Committee, the budget, scope, organisation and targets of programmes/projects and devise ways of ensuring they are delivered as agreed and within budget.

Research, devise, implement and monitor programme and project plans.

Administrate, allocate and work within the agreed programme/project budgets.

Produce reports to ensure that all parties are fully and consistently informed about the progress of programmes and projects.

Monitor, document and evaluate all programmes/projects undertaken in accordance with Crag Community Arts’ and funders’ requirements.

Determine the human and physical resources needed for programmes/projects and ensure that they are available at the appropriate time.

Ensure effective marketing and publicity for programmes and projects.

Day-to-day management of programmes and projects and personnel involved.

Develop and manage artist contracts.

Contribute to Crag Community Arts’ core marketing and promotion as agreed.

Attend events, projects and meetings on behalf of Crag Community Arts where appropriate.

Partnership Development and Fundraising

Work with the Management Committee to develop and deliver an effective fundraising strategy for programme delivery.

Work with the Management Committee to develop and deliver programme related funding applications.

Develop and maintain partnerships, which support programme development and the programme plan.

Seek out and secure new funding streams for Crag Community Arts.

Line Management

Responsible for all project workers, artists, freelance workers and volunteers engaged on individual projects.

General

Work alongside other staff and volunteers to contribute to the development of Crag Community Arts as a whole.

Undertake appropriate training as agreed.

Actively participate in monitoring, evaluation and appraisal.

Ensure Crag Community Arts’ policies and best practice are adhered to, including child protection, health and safety, equal opportunities, arts and social policies.

Undertake such other duties and responsibilities of an equivalent nature as from time to time may be required, in consultation with the Management Committee.

Work and attend evening and weekend events and meetings as related to the duties of the post, in agreement with the Management Committee.

Logo, company name

Description automatically generatedThis post requires an Enhanced Disclosure Check

This post is supported by The National Lottery Community Fund

**Person Specification**

**Job Title: Project Coordinator**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  | A relevant degree, higher education or professional qualification |
| **Knowledge & Understanding** | * A good understanding and knowledge of a range of arts work in community settings * Ability to develop and sustain a range of partnerships and networks * Ability to manage multiple projects with a common goal * Awareness of Sustainable Arts practise - Recycling / Upcycling and Environmental Issues |  |
| **Experience** | * At least 2 years’ experience of arts project coordination with a wide range of groups and individuals * Arts project management, programming and planning including budgeting * Initiating and maintaining new groups in community settings * Experience of co-ordinating and managing arts events in a variety of settings * Experience of arts delivery in areas of low arts engagement * Working collaboratively and in partnership with non-arts organisations * Marketing and promotion | Previous fundraising experience for arts projects |
| **Personal Attributes & Skills** | * Self-motivated and able to work effectively under pressure * A passion for the arts and creative practice * The ability to work with a wide range of people and as part of a team * Excellent communication skills * Excellent IT skills, particularly word processing and spreadsheet management * Understanding of digital technology including social networking * Ability to work flexible hours * An understanding of and commitment to diversity and inclusion |  |

**How to apply**

Please send your CV along with a covering letter and any supporting documents and images to :-

Crag Community Arts

Email:- [crartsg@hotmail.com](mailto:crartsg@hotmail.com)

For further information – please email

A picture containing text

Description automatically generated