



Programme Co-ordinator

Location: Artcore Derby

Position: Full Time- 37 hrs

Salary/Rate: £19,000 per annum

Purpose: To programme, coordinate, organise and assist Artcore staff with developing and implementing a programme of activities for current projects while supporting each project's aims and involve and encourage participants to be engaged.

Qualification and Experience:

- Minimum 2 years relevant work experience
- Highly organised with strong administration skills.
- Ability to confidently use IT including emails, Word, Excel, PowerPoint
- A knowledge and understanding of the needs of Black and Minority Ethnic (BME) communities, migrant and newly arrived communities.
- Experience of working with sessional workers and volunteers.
- Experience of developing outreach activities in local communities
- Excellent communication / organisational skills, both written and verbal
- An understanding of safeguarding and child protection
- DBS clearance to work with children and vulnerable adults
- Well-developed literacy and written and oral communication skills, including the ability to communicate with people from a variety of social, cultural and professional backgrounds
- The ability to work as part of a team and also to be self-motivated
- Openness to new ideas and flexibility in relation to ways and times of working
- Arts Based qualification and knowledge of various visual art materials (Desirable)

Job role/ responsibilities/ Key tasks:

- To organise all aspects of the project coordination including planning, overseeing and prioritising to ensure all aspects of project delivery.
- To ensure key dates within the project timeline are established and adhered to in terms of reviewing, reporting and participation.
- Researching and identifying avenues of project opportunity/ development/ partnerships.
- Liaising, networking and responding to queries with appropriate organisations/ groups /partners/ individuals through presentations, meetings, telephone conversations and email e.g. to arrange travel for trips, booking venues, research and recording programmes etc.
- To plan and organise community outreach, to ensure that the project directives are marketed and promoted to those participants who will benefit from the project outcomes.
- Drive participation to achieve participation targets.

- Preparation and distribution of event schedules and other project information to ensure the smooth staging of events, projects and workshops, and managing the project.
- Liaise with facilitators, session leaders, community members/groups, participants, project partners and internal staff. Ensure that they receive all the relevant and necessary information relating to events, sessions etc.
- Working with Community Liaison officer, Marketing Officer, Administrator ensuring the coordination of all the projects.
- To ensure all materials, participation and audience feedback, artist summaries and evaluations are identified and produced in a timely manner.
- Gather relevant information to generate project evaluations and reports.
- Work with the programme manager and directors to creating reports both internally and for funders.
- To oversee the role of the digital marketing/ social media in respect of project marketing and promotion.
- Coordinate role of studio administrator and volunteers, overseeing the volunteer recruitment process.
- To effectively and efficiently assist the directors, manager and supervise volunteers, facilitators and delivery artists with tasks relevant to the aims of the project.

Closing date for applications: Friday 20th July 2018 12:00pm

Potential Interview dates: 26th, 27st July 2018

Anticipated start date for role: 13th Aug 2018

To apply please send your current CV and a covering letter to info@artcoreuk.com or post it to (Artcore, 3 Charnwood Street, Derby DE1 2GT)