



Project Coordinator

Location: Artcore Derby

Position: Full time 37 hours per week

Salary/Rate: £19k – £20k FTE

Purpose: To coordinate, plan, 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 participant engagement.

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 / knowledge of various visual art materials (Desirable)

Job role/ responsibilities/ Key tasks:

- Coordinate/ Plan/ organise/ oversee/ prioritise all aspects of project delivery.
- To effectively and efficiently assist the directors, manager and supervise volunteers and facilitators with tasks relating to the project aims.
- Outreach in the community, to ensure that the most people can take benefit from the projects.
- Liaising with appropriate organisations/ groups /partners/ persons via meetings, telephone, and responding to email and phone queries, e.g to arrange travel for trips, venues, research and recording programmes etc.
- Preparation and distribution of event schedules and other project information to ensure the smooth staging of events, projects and workshops, and managing the project.
- Coordinate all staff and volunteers. Delegate tasks to team appropriately.
- 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.
- Researching and identifying avenues of project opportunity/ development/ partnerships.

- Manage the marketing/ promotion/ and raise awareness of the project and its aims and objectives. E.g assist with the online report/ website, display, events.
- To deal with incoming enquiries and act as a point of contact and distributing messages/ information across the organisation as required.
- To maintain and update booking forms, records, filing systems and computer files.
- Collect feedback from audiences and participants, and to collate the evaluations.
- Ensure monitoring, feedback, reports and other appropriate paperwork is complete according to internal and external policies and procedures and monitoring requirements.

Closing date for applications: 23 October 2020

Potential Interview dates: 28th October 2020

Anticipated start date for role: Immediate start

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