



## Job Description – Project Coordinator

<b>Job Title</b>	Project Coordinator
<b>Salary</b>	£20,500 per annum
<b>Hours of Work</b>	37 hours per week
<b>Location</b>	3 Charnwood Street, Derby DE1 2GT
<b>Responsible to</b>	Artistic Director
<b>About Artcore</b>	Artcore is a registered charity and cultural hub in Derby. We work with various communities in Derby, the East Midlands and beyond, to enhance lives through art. Our long-term objective is to promote visual art within the East Midlands and we are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds.
<b>Overall purpose of the Job</b>	To coordinate, develop and implement our programme of workshops, events and outreach activities working alongside other staff members and volunteers to achieve our project aims and meet the needs of our local communities.
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• Coordinate Artcore’s current and future programme prioritising all aspects of project delivery</li><li>• Programming the delivery of our projects to meet outputs and outcomes</li><li>• Prepare reports for funders and other stakeholders as required</li><li>• Attract, train and support volunteers throughout the organisation</li><li>• Support the preparation and distribution of project and event schedules</li><li>• Delegate project tasks to other team members as appropriate</li><li>• Liaise with other team members to ensure all staff are aware of relevant and necessary information relating to projects and events</li><li>• Work with our Community Liaison Officer to research and identify community groups and organisations for collaborative projects</li><li>• Provide content for the marketing of projects, raising awareness of the project’s aims and objectives</li><li>• Deal with incoming enquiries and act as a point of contact, distributing messages/ information across the organisation as required</li><li>• Work with other staff members to ensure we reach our target for Audience Surveys</li><li>• Ensure that all relevant project records including feedback and evaluation data are being recorded and monitored in conjunction with the Administrator</li><li>• Engage with workshop participants to collect feedback, photographs/videos and ensuring they are getting the support they need</li><li>• Support our Community Liaison Officer with outreach and open days to increase our audience engagement and ensure that our community receives high quality cultural experiences</li><li>• Assist artists and sessional workers with delivering creative workshops as required to children, young people, vulnerable adults, and individuals from under-represented community groups</li><li>• Ensure that Artcore’s policies and procedures relating to health and safety and risk assessments are adhered to</li></ul>

	<ul style="list-style-type: none"> <li>• Attend staff meetings and training as required. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL</li> <li>• Act in accordance with the Equal Opportunities policy and to contribute to and implement the Artcore cultural diversity strategy</li> <li>• Any other tasks as reasonably required commensurate with the post and range of experience, expertise and skills</li> </ul>
--	--

### Person Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience</li> <li>• Strong administration skills</li> <li>• Computer literate, including knowledge of Microsoft software packages</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Must be able to work within time constraints</li> <li>• Highly organised</li> <li>• Excellent communication / organisational skills, both written and verbal including the ability to communicate with people from a variety of social, cultural and professional backgrounds</li> <li>• The ability to work independently as well as part of a team</li> <li>• Openness to new ideas and flexibility in relation to ways and times of working</li> <li>• Self-motivated</li> <li>• DBS clearance may be required for this post which we will pay for</li> <li>• An understanding of safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge and understanding of the needs of Black and Minority Ethnic (BME) communities, migrant and newly arrived communities</li> <li>• Experience of managing sessional workers and volunteers</li> <li>• Experience of developing outreach activities in local communities</li> </ul>

This post has a six-month probationary period which we may, at our discretion, extend for up to a further three months.