



Job Description – Project Coordinator

Job Title	Project Coordinator
Salary	£25k FTE (£13500)
Hours of Work	20 hours per week (This is a fixed-term freelance position until October 2025 , with the possibility of extension depending on future funding.) (Freelance Contract)
Location	3 Charnwood Street, Derby DE1 2GT
Responsible to	Artistic Director
About Artcore	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.
Overall purpose of the Job	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.
Key Tasks	<ul style="list-style-type: none">• Coordinate Artcore's current and programme, prioritising all aspects of project delivery.• Programme the delivery of our projects to meet outputs and outcomes.• Prepare reports for funders and other stakeholders as required.• Attract, train and support volunteers throughout the organisation.• Support the preparation and distribution of project and event schedules.• Delegate project tasks to other team members as appropriate.• Liaise with other team members to ensure all staff are aware of relevant and necessary information relating to projects and events.• Provide content for the marketing of projects, raising awareness of the project's aims and objectives.• Deal with incoming enquiries and act as a point of contact, distributing messages/information across the organisation as required.• Work with other staff members to ensure we reach our target for Audience Surveys.• Ensure that all relevant project records, including feedback and evaluation data, are being recorded and monitored.• Engage with workshop participants to collect feedback, photographs/videos and ensure they are getting the support they need.• Support with outreach and open days to increase our audience engagement and ensure that our community receives high-quality cultural experiences.• Assist artists and sessional workers with delivering creative workshops as required to children, young people, vulnerable adults, and individuals from under-represented community groups.• Assist in outreach workshops and events and trips with participants• Ensure that Artcore's policies and procedures relating to health and safety and risk assessments are adhered to.• Attend staff meetings and training as required. Some meetings may take place outside regular working hours.

	<ul style="list-style-type: none"> • Act in accordance with the Equal Opportunities policy and contribute to and implement the Artcore cultural diversity strategy. • Undertake any other tasks as reasonably required, commensurate with the post and range of experience, expertise and skills.
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Administrative Responsibilities

Documentation and Record Keeping	<ul style="list-style-type: none"> • Maintain and manage all project-related documentation, including contracts, reports, and budget tracking. • Ensure that all project records, including evaluation and feedback, are well-documented, stored securely and easily accessible for auditing purposes.
Reporting	<ul style="list-style-type: none"> • Prepare detailed reports for funders, partners, and stakeholders, ensuring deadlines are met. • Provide regular progress updates to the Executive Director and other senior team members.
Event Logistics	<ul style="list-style-type: none"> • Coordinate the logistics of all events and workshop activities, including bookings, materials and other administrative requirements. • Assist in scheduling and managing project-related meetings and ensure all necessary participants are informed.
Resource Management	<ul style="list-style-type: none"> • Ensure effective use of the organisation's resources, monitoring and reporting on budgets and expenditure. • Maintain accurate records of project budgets, ensuring that spending is in line with agreed budgets and funding guidelines.

Person Specification

Essential Knowledge and Experience	Desirable
<ul style="list-style-type: none"> • Relevant experience in project coordination and administration within a creative environment. • Strong organisational and communication skills, both written and verbal. • Experience in managing volunteers and sessional workers. • Proficiency in Microsoft Office suite and other relevant software. • Strong attention to detail and ability to work within time constraints. • Understanding of current safeguarding, health and safety, equal opportunities, and data protection legislation. 	<ul style="list-style-type: none"> • Experience working in the arts, cultural, or charitable sectors. • Familiarity with fundraising, reporting to stakeholders, and preparing project proposals. • Experience in community outreach, especially with Black and Minority Ethnic (BME) communities, migrant, and newly arrived communities.

DBS clearance will be required for this post, which will be paid for by Artcore.