**Project Coordinator (Maternity Cover)**

Dear applicant,

Thank you for your interest in the post above. This application pack contains:

Job description

Person Specification

Personal Profile Form

Equal Opportunities Form

If you are interested in this opportunity please send us:

Complete Personal Profile Form and optional Equal Opportunities form

A letter of application **no more than 3 sides of A4** (covering each point on the person specification. Please use relevant and specific examples to demonstrate this. Invitation to interview for the post will depend on how well you meet the set criteria.

**OR** a video application covering each point on the person specification (no longer than 5 minutes).

Send your application to jobs@igniteimaginations.org.uk with the subject of the email as “Project Coordinator: (and add your name afterward.)”

The closing date for applications is **12 noon** on **Tuesday 24th August 2021.**

Interviews for shortlisted applicants will take place **on Tuesday 7th September via zoom**. Please state in your application if you are unavailable on this date.

**Please note applicants need to have access to their own computer, camera** andinternet connection for the interview to take place. However we are happy to make reasonable adjustments for your application and interview process if needed. To let us know how we can support you, please email jobs@igniteimaginations.org.uk or phone 0114 268 6813.

For the full job description and the person specification please see our website: <https://www.igniteimaginations.org.uk/jobs>

We want Ignite Imaginations to be for all of Sheffield.

We want the voices of the communities we work in to be loud and clear in our decision making and planning, and for people from many different walks of life to be visible and reflected in our staff, our artists and our board. We are committed to investing in our people, creating safe spaces for everyone and finding creative ways to ensure that everyone feels welcome and can be included in what we do.

Ignite Imaginations is committed to Equal Opportunities and encourage applications from any individuals underrepresented both in the arts sector and within our team and board.

Therefore, we are keen to receive applications from individuals who represent and have a good understanding and familiarity with Sheffield-based communities and who can bring new experiences to our organisation.

To support this, candidates who attend an interview will also be offered the opportunity to meet another team member and/or trustee to gain insight into the organisational culture, and have an opportunity to ask questions outside of the interview.

To support the widest range of people in applying we are committed to ensuring that:

The recruitment pack is available in large print and other formats- Please contact us jobs@igniteimaginations.org.uk if you require a hard copy (A3) or a different format.

Any preprepared interview tasks will be sent to candidates with at least, 4 working days prior to interview, along with general topics that will be covered in the interview.

Reasonable expenses for any access workers or PAs who will support a candidate in attending an interview, in relation to disability support as defined by Equality Act 2010 will be paid by Ignite Imaginations.

For more information or for an informal discussion about your application, please email **jobs@igniteimaginations.org.uk** or phone (0114) 2686813 (please note this an answerphone message service currently and we will respond to your message as soon as possible due to remote working.)

We look forward to receiving your application.

Luisa Golob

Chief Executive, Ignite Imaginations

Job description and Person specification below

**JOB DESCRIPTION**

**Project Coordinator (Maternity Cover)**

**Location:** Based at home for desk-based tasks, expectation to meet regularly with partners, artists and community groups within Sheffield face to face (where restrictions allow.)

**Managed by:** Programme Manager

**Hours of work:** 25 hours per week, flexible working hours across the week with Monday morning committed as a working day for team meetings. This role will include some evenings and weekend work. Due to our pattern of working and fundraising there may be opportunity to increase hours during busy periods.

**Benefits:** 5.8 weeks pro rata paid holiday per year,

**Salary**: £21,000pro rata

**Duration: This is a 12 month fixed term contract covering the current Project Coordinator’s maternity leave.** The contract will begin in September 2021.

However depending on fundraising and project demands at the end of the this contract; we are aiming to have two project coordinators within the organisation and so will keep on open dialogue with this successful applicant about the future of the role past the maternity cover.

**One month** probatory period.

**Purpose of the job**

To contribute towards enabling communities in Sheffield to be creative; through the successful coordination of creative workshops, projects and events with particular focus on;

1. Giving people opportunities to develop their creativity and imaginative skills
2. Bringing inspirational artistic and cultural opportunities to people and places that would otherwise miss out
3. Helping people and communities use the power of arts, creativity and imagination to address the health, educational, social and other community needs that matter to them.

**Job Description**

**Project Coordination**

Ensure the programme of complex arts-based projects is delivered in an effective and efficient manner.

Responsible for maintaining positive and effective relationships with partners and other arts organisations after project handover has taken place, to ensure successful project delivery, supported by Programme Manager and CEO.

Responsible for liaising with the artist facilitators and partners, overseeing the practical arrangements needed to ensure the smooth and effective delivery of projects.

Supporting artists on the day, where needed, to offer additional general assistance including, but not limited to, ensuring that project spaces are set-up to a high standard, to meet and greet, to liaise between partner organisations and artist and to take down the space.

Responsible for delivering high quality celebration and sharing exhibitions and events of artists

and participants work, both in private and public settings.

Manage relevant project budgets to ensure they are within agreed expenditure limits and keep accurate records of income and expenditure including receipts. Ensure these records adhere to grant giving stipulations.

In liaison with the Programme Manager, ensure the relevant monitoring and evaluation procedures are in place for all activities, and programmes of work to capture and record the impact of the work; to be used to support funding reports and applications.

Contribute to the development of the already-existing programme of support for Ignite Imaginations’ current artist facilitators.

Liaise with the Marketing and Administration Assistant to support the development of excellent communications assets and promotional materials.

Ensure the programme of arts-based projects including all administration is delivered in an effective and efficient manner, and in line with the terms of the grant or contract, fulfilling grant obligations from funding bodies, meeting aims and objectives in liaison with the Strategic Management Team.

Support with the development and management of a programme of Ignite Imaginations priorities as identified in the Strategic Plan.

**General duties:**

Be responsible for health and safety of own work and the health and safety of others. This includes ensuring that all projects/activities/ events are conducted in a safe environment that promotes creativity.

Alongside other staff be responsible for ensuring that Ignite Imaginations’ policies and procedures are adhered to and promote equal opportunities within the workplace by not acting in a prejudicial or discriminatory manner towards participants, volunteers, contracted staff and other colleagues, and counteract this behaviour if observed by challenging and reporting it.

Work effectively and efficiently as a team member and participate in regular team meetings, supervisions, the review process of artists and internal and external meetings as appropriate.

Undertake necessary administrative tasks in order to undertake the role of Project Coordinator, such as keeping effective filing systems, answering phone calls, emails, and correspondence in a timely manner, typing reports, complying with office management and systems.

Represent Ignite Imaginations at external meetings/ events and advocate Ignite Imaginations’ work and the impact of using creative approaches and arts-based projects within local communities.

Identify own training and undertaking as necessary to remain up-to-date and in line with good practice for the role outlined above.

**Person Specification**

**Ignite Imaginations**

**Essential**

1. Experience of coordinating high quality creative workshops, projects and events including sharing and celebrating final art works, both in private and public settings.
2. Experience of working with external partners to deliver projects that address social issues that matter to their participants/ community.
3. A good knowledge of the arts or volunteer sector in Sheffield.
4. Ability to communicate clearly, both orally and written, and in a variety of styles for different key members of the project process.
5. Experience of supporting the communications and evaluation processes of a project.
6. Good administration and computer skills: including budgeting, project management and knowledge of Microsoft Office, internet and email.
7. Ability to work some weekends and evenings

**Desirable**

1. Understanding the needs of the role of the facilitator when delivering a project.
2. Experience of supporting and coordinating artists particularly within community settings.
3. Experience of working in the arts or volunteer sector.
4. Experience of good safeguarding practice.
5. Good Knowledge of Health and Safety.
6. Knowledge of the work of Ignite Imaginations
7. Understanding of and commitment to working within an equal opportunities framework.

(Personal Profile form below)

**Personal Profile Form**

**Project Coordinator (Maternity Cover)**

**1. Personal Details**

Title: \_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2. Education, qualifications and training**

Please enter details of relevant education, qualifications or training courses attended

|  |  |  |
| --- | --- | --- |
| Dates | Details of Qualification/Training | Name of Organisation |
|  |  |  |

**3. Work Experience**

Please give details of relevant work experience, including all work with young people

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Job Title | Roles and Responsibilities |
|  |  |  |  |

**4. Rehabilitation of Offenders Act 1974**

Ignite Imaginations work may involve unsupervised contact with children or vulnerable adults. This means that your role is exempted under this Act. Therefore applicants must provide details of any spend *and* unspent criminal convictions, cautions, reprimands or final warnings. The engagement of the successful applicant will be dependent on a satisfactory Criminal Records Bureau check.

Have you any spent or unspent criminal convictions, cautions, reprimands or final warnings?

No Yes If yes, please give details on a separate sheet.

**5. Asylum and Immigration Act 1996**

Are you required to have a UK work visa/permit? No Yes

If so, do you have a valid work visa/permit? No Yes

If yes, when does it expire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Referees**

Please provide the names and addresses of two people who have agreed to provide you with a reference. Referees should not be related to you.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know them? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this referee before the post is offered to you? Yes/ No

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know them? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this referee before the post is offered to you? Yes/ No

**7. Declaration** – I certify that the details given here are true to the best of my knowledge.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

(**Optional Equal Opportunities Form:** We would be really grateful if you could complete the optional Equal Opportunities googleform [here](https://forms.gle/pjBrCNzPwutTC5ay5) or if you prefer, the paper version available on our website)