



ARTification Project Co-ordinator

Purpose of Job:

- 1 To undertake project coordination for allocated projects and co-ordinate delegated elements of projects managed by others.
- 2 To work closely with the Director and Director of Operations to ensure project resources are allocated and all projects outputs, outcomes and milestones are met and reported.
- 3 To uphold and promote the vision of ARTification of connecting people and places, and transforming communities, through a vibrant arts culture.

Project Co-ordinator Role

To be responsible for the successful development and management of allocated projects. Ensure projects are delivered on time, within budget and according to funder/client specification.

ARTification delivers a range of arts and culture projects in Ealing Borough and across West London. The Project Co-ordinator will support project delivery at the organisation's gallery on Acton High Street and cultural arts hub in North Acton. They will also lead and develop bespoke projects in a range of locations and with a diverse range of audiences.

The Project Co-ordinator will report to the Director of ARTification, but will also work closely with other organisation employees, volunteers, freelance artists, funders and partners to ensure project delivery.

The role is part-time (24 hours per week) and a fixed term 2-year contract

The role is flexible and core working days will be agreed, ensuring that the commitments of the organisation are met. Some evening and weekend work will be required as part of the role Time Off in Lieu will be agreed where required.

Summary of main responsibilities:

1. To manage allocated projects in line with budget, contract and funder requirements and meet all outputs, outcomes and milestones.
2. To produce delivery plans and profiles in liaison with the Director.
3. To identify and co-ordinate the resources allocated to the project – including staff, associates, materials and facilities.

4. To manage delegated project budgets and ensure all financial targets are met.
5. To ensure all data and information relating to the project is stored in accordance with GDPR and company policy and procedures.
6. To ensure that work is delivered to a high standard, and is in line with the values and standards of ARTification.
7. To continually monitor and evaluate performance and service delivery against agreed outputs, outcomes and milestones. Prepare monthly monitoring reports for the Director, and Director of Operations.
8. To attend management, team, steering and user group meetings as required, and contribute to the further improvement of delivery and development of future programmes.
9. To co-ordinate volunteers and freelancers and agree roles and responsibilities in line with company HR policies and procedures.
10. To lead on project marketing and communications, including digital and social media, and to develop, implement and monitor marketing strategies alongside the Director.
11. To be familiar with and implement ARTification's Equal Opportunities, Safeguarding and Health & Safety Policies. To ensure equality of access to ARTifications buildings and project activities for all people.
12. To undertake training considered necessary for the efficient execution of the duties of the post.

PERSON SPECIFICATION

Project Co-ordinator

Essential Attributes:

- Able to demonstrate relevant knowledge and experience/qualifications to deliver the role effectively and has relevant project management experience gained in a previous role (paid or voluntary).
- Experience of working or volunteering in a community arts project or organisation.
- Passionate about working collaboratively with groups and people to improve lives, and will bring their own creative energy to projects.
- Highly motivated and organised individual who will rise to the challenge of managing multiple projects and meeting deadlines.
- Experience of working in diverse communities and engaging diverse audiences, and has a demonstrable understanding of relevant policy and guidelines.
- Experience of working in or with a charity to deliver funded programmes focused on social change.
- Understanding and experience of using communications, including digital tools, to promote activities and reach audiences.
- A commitment to promoting cultural diversity and social inclusion through community arts and environmental projects

Desirable Attributes:

- Knowledge of the creative and craft sector.
- Experience of e-commerce.
- An interest in and an understanding of re-greening, environmental and urban community food growing programmes.
- Experience of working with funding bodies, trusts and foundations.