



ARTification Project Co-ordinator Application information

Key information:

- Part-time, 3 days per week
- Two year fixed term contract until end of December 2022
- Salary – £30,000 (pro rata)
- Benefits:
 - 25 days annual leave (pro rata), not including bank holidays
 - Employee pension scheme
- Location – the Project Co-ordinator will be based at North Acton Pavilion (NAP)

Application deadline - Sunday 10 Jan 2021

Interviews will take place (online) during the week beginning 18 January 2021

About ARTification

ARTification believes that art and creativity have the power to transform communities. We deliver a wide range of innovative and collaborative programmes that explore diverse social themes and seek to creatively address challenges at a local and global level. At the core of the organisation's work is enabling people to engage with activities that have a positive impact on their lives and that of their community. The organisation's activities are based at our arts and culture hubs found in Acton, West London.

Click [here](#) to visit the ARTification website, for more information about our work.

About the role

We are seeking a Project Co-ordinator to join our growing team of staff and volunteers to lead and support the delivery of community projects, events and cultural activities with communities and partners across West London. This is an exciting period in the organisation's development and we are looking for an enthusiastic and energetic individual to help design and deliver existing and new projects.

No two days will be the same and this role is suited to a flexible and creative person who thrives in a wide range of settings – in addition to NAP, projects will take place at the W3 Gallery, within the community and online. ARTification's home is Acton in Ealing Borough, one of the most diverse parts of the UK. We are specifically seeking someone with experience and knowledge of working with diverse communities, in a professional or voluntary capacity.

For more information about the role, please read the role description and person specification also sent with this information.



How to apply

Please send a CV and demonstration of your suitability for the role – addressing the person specification – in your medium of choice. Please email this to: careers@artification.org.uk.

We recognise that people have different communication styles, so please feel free to demonstrate your suitability for the role in a way that works for you. This could be a written statement, presentation or short video (no more than 3 minutes). We will be assessing all applications based on demonstration of suitability to the role so please make sure to address the person specification in what you do.

If you have any questions and would like an informal discussion about the role or organisation, please email careers@artification.org.uk.