

# FINDHORN BAY ARTS

## Findhorn Bay Arts 'In the Mix' Project Coordinator Job Description and Personal Specification

Post: Project Coordinator

Salary: £26,000 pro rata / 2-days per week, with an option of being either salaried or contracted on a freelance basis.

Hours: 2 days per week

Work base: 3 Bank Lane, Forres, IV36 1NU

Duration: October 2017 – March 2020 fixed term position with the possibility of continuation subject to needs analysis and availability of funding.

Responsible to: Line managed by the Programme Director, Findhorn Bay Arts responsible to the Board of Directors of Findhorn Bay Arts

Responsible for: Coordinating Moray's Cashback for Creativity programme – 'In the Mix' and reporting to stakeholders against the Cashback for Creativity programme outcomes.

### **In the Mix**

In the Mix is a bespoke, professionally led 3-year project of creative activity for Moray's 10 - 25 year olds who are experiencing isolation and/or who are out of work/school, and/or who are at risk of offending, and/or live in rural pockets of deprivation.

Led by professional, qualified creative practitioners, these young people will be supported through a series of workshops, one-to-ones, creative visits and a Creative Holiday Programme.

As a result of engagement, participants will gain invaluable cultural, life and transferable skills; their confidence and communication skills will have significantly increased and their risk of offending will have reduced. This combined will bring them closer to employment and/or training and/or volunteering.

Where appropriate, the young people will be supported to achieve recognised accreditation/qualifications, and all will be brought closer to the job market and/or routes to further education.

### **Main Purpose of the Post**

In the Mix Project Coordinator will be responsible for delivering the aims and objectives of In the Mix, which is set within the context of the aims and objectives of the Cashback for Creativity programme.

To liaise with all partners and stakeholders in recruiting young people to the programme and to coordinate and put in place the creative programme of activity.

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The post holder has a key role in developing effective reporting and monitoring systems set against the six Cashback for Creativity programme outcomes and managing quarterly reporting.

## Key Tasks and Responsibilities

The post-holder will be expected to:

- Liaise with partners and other stakeholders
- Liaise with creative team, partners and young people to coordinate / schedule programme of creative activity
- Put in place systems of evaluation and monitoring and provide quarterly review meetings with partners, creative team and young people
- Manage Cashback for Creativity quarterly reporting and monitoring
- Deliver the end of project reports
- Ensure PVG checks are in place
- Identify needs and put in place CPD / training programme for creative team (Child Protection, First Aid)
- Receive training in delivering and supporting Arts Awards and other relevant awards for young people and deliver and support these awards.
- Have responsibility for planning and maintaining budgets for the In the Mix programme
- Work with artists to develop, prepare and manage learning resources
- Keep up-to-date and regular liaison with Cashback for Creativity programme / Creative Scotland
- Identify and link creative volunteer opportunities for young people
- Develop and maintain appropriate records of their activities and interventions
- Support young people, through regular meetings to identify creative learning opportunities beyond the project

## Other responsibilities

- Working with the Creative Director and the Board of FBA to identify, source and apply for funding for funding that can enable the work to continue beyond the term of Cashback for Creativity funded programme.
- Keep up to date records, including inputting and managing information on the Findhorn Bay Arts database

## Self-management

Findhorn Bay Arts expects all its staff and volunteers to:

- develop constructive relationships and communicate effectively with internal and external colleagues, both paid staff and volunteers;
- know, adhere to and promote Findhorn Bay Arts policies;
- participate in learning activities and performance development as required;
- recognise their own strengths and areas of expertise and use these to advise and support others;
- recognise their own areas of development and seek the advice and support of others;
- fulfil any other duties that may reasonably be requested from time to time.

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This job description is a general statement of the duties and responsibilities associated with the post. It is subject to periodic review and change to reflect the changing nature of the post and the needs of the organisation.

## **Person's specification**

<b><u>Skills and abilities</u></b>	
<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"> <li>• Proven financial management skills and ability to prepare, manage and monitor project budgets</li> <li>• The ability to collate, analyse, evaluate and report data effectively against agreed outcomes</li> <li>• Outstanding organisational and methodological skills</li> <li>• Excellent written, verbal communications and presentation skills</li> <li>• Ability to plan and prioritise workload to varied deadlines and timescales</li> <li>• IT competency – Word, Excel and Powerpoint</li> <li>• Ability to develop constructive relationships and communicate effectively with internal and external colleagues</li> </ul>	
<b><u>Experience</u></b>	
<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"> <li>• Experience in working in partnership with the voluntary and community sector</li> <li>• Experience of working in learning context</li> <li>• Experience of developing and delivering a range of learning materials, workshops and learning programmes</li> <li>• Experience of managing projects and budgets</li> <li>• Experience of writing and presenting formal reports</li> </ul>	<ul style="list-style-type: none"> <li>• Successful track record in fundraising</li> <li>• Skills and experience in delivering creative activity</li> <li>• Demonstrate a commitment to continuing professional development</li> </ul>
<b><u>Knowledge</u></b>	
<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of current issues influencing and affecting the target demographic of young people</li> <li>• Knowledge of the local/national creative arts world.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of evaluation methods SHANARRI, Star, Gingerbread</li> <li>• Knowledge of C4C and similar/associated programmes.</li> </ul>

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<b>Training and Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• None **</li></ul>	<ul style="list-style-type: none"><li>• Further/Higher Education Qualification in a relevant discipline</li><li>• Training in delivering awards / accreditations e.g Saltire Awards, Dynamic Youth Awards, Arts Award, Duke of Edinburgh and / or other relevant awards for volunteers and young people</li></ul>
<b>Other</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Willing to work flexible hours</li><li>• Ability to travel</li></ul>	<ul style="list-style-type: none"><li>• Valid driving licence and access to transport</li></ul>

## TO APPLY

Application must be received no later than **Friday 8 September 2017, 5pm**

Submit a CV and biography, which evidences your competencies in the jobs, duties and responsibilities in all areas as detailed in the Job Description, and a covering letter detailing how you meet the Personal Profile and the Person Specification. Details of two referees

## INTERVIEW

Interviews will take place on Wednesday 13 September, from 6pm.

Please let us know your availability for interview on this date at time of application. SKYPE interviews can be arranged. We will inform you if you are to be called for an interview on Monday 11 September by 5pm.

Please post, or email to:

Findhorn Bay Arts  
In the Mix Project Coordinator  
3 Bank Lane  
Forres  
Moray  
IV36 1NU  
director@findhornbayarts.com  
For further enquiries, you can also contact: 01309 673 137