



Ignite Imaginations

Project Coordinator (Maternity Cover)

Recruitment Pack

April 2024

OVERVIEW

Role:	Project Coordinator (Maternity Cover)
Salary and hours:	Hours of work: <ul style="list-style-type: none">• 21 hours per week (Flexible working days and hours)• 5.8 weeks paid holiday per year pro rata• Commitment needed over the summer school holidays due to large amount of workshops being delivered.• £24,281 pro rata• Will include working some evenings and weekends.
Contract:	This is a fixed term contract covering the Project Coordinators' maternity leave. The contract will begin at the end of June 2024 and will run until the end of the maternity leave period and accrued annual leave, an anticipated maximum of 13 months. Should the post-holder choose to return to work earlier than this, we reserve the right to terminate this contract by giving a notice period of one month.
Location:	Home Working (IT equipment and support are provided.) Monthly in person meetings held with staff in Sheffield city centre. Expectation to visit partners, workshops, attend local networking meetings and be present at our public events (from setting up to launch events) on a regular basis.
Staff benefits:	<ul style="list-style-type: none">• Cost of living increases made annually where possible and appropriate.• Pension scheme with NEST pensions of 5% employers contribution, 3% employee.• 5.8 weeks holidays.• A gifted additional days' annual leave for birthdays.• Support for training with budget agreed each year.• Financial support for office and IT equipment.
Reports to:	CEO



ABOUT IGNITE IMAGINATIONS

Who We Are: We are Sheffield's community arts organisation specialising in visual arts.

Our Vision is that every person in Sheffield has equitable access and opportunity to participate in visual arts experiences, which builds confidence, pride and reduces social isolation.

Our Mission is to inspire and nurture an artistic community. Through local partnerships we provide free and excellent opportunities to participate in visual arts experiences to underserved communities in Sheffield. We celebrate creativity and connections.

What We Do:

We work across the city with people of all ages and backgrounds where creativity is needed the most. All our work is free for those taking part; we work in partnership with every project connecting with the organisations rooted in communities who can support and represent the needs of local people.

We specialise in visual arts projects and workshops; from weekly sessions for families in local libraries to intergenerational projects in care home settings.

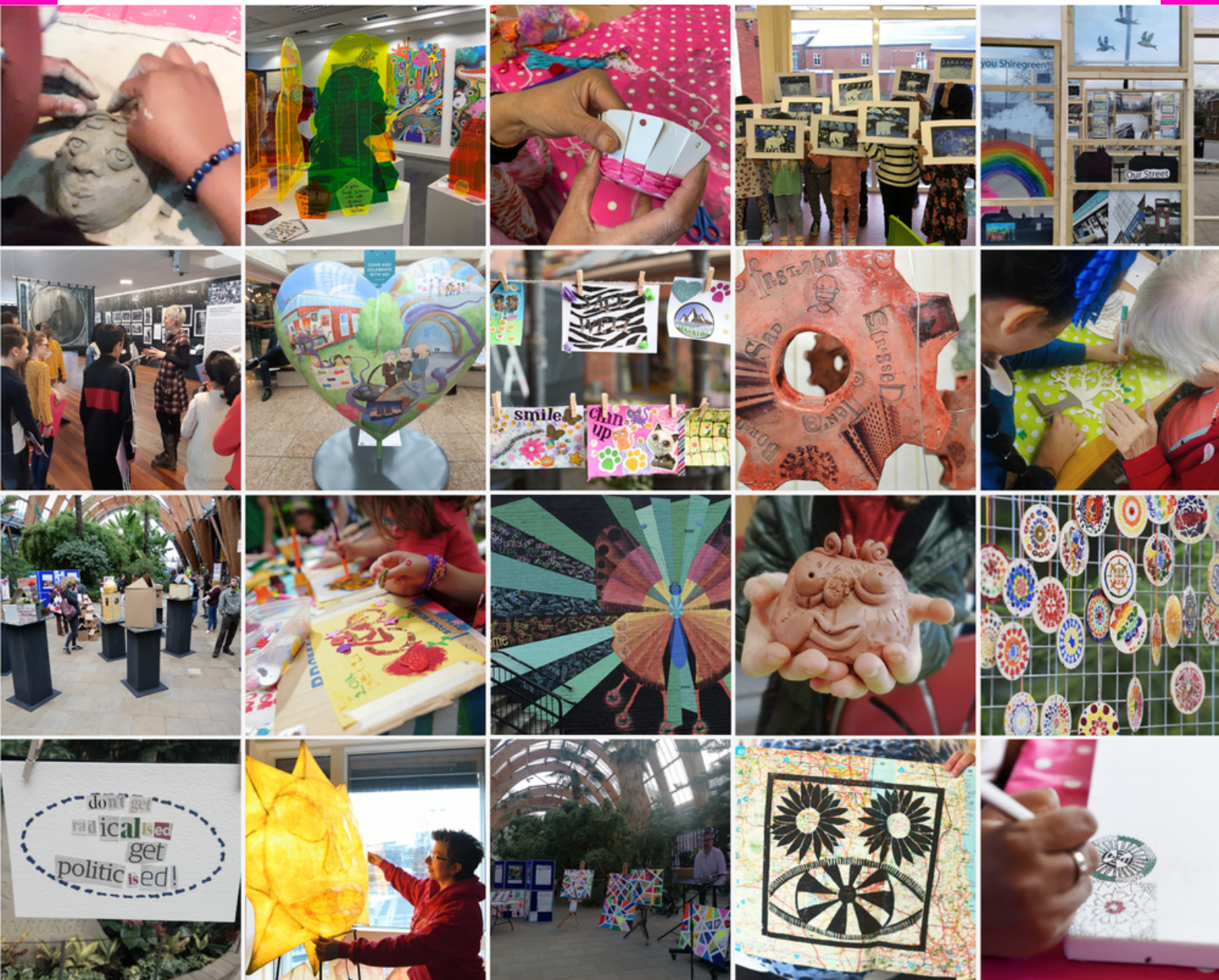
Take a look at our website www.igniteimagination.org.uk. You can find us on Facebook or follow us on twitter @ignite_sheff.

Project Co-ordinator (Maternity Cover) Role and Responsibilities:

Purpose of the job:

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

Responsible for liaising with the artist facilitators and partners, coordinating and administrating all the practical arrangements and logistics needed to ensure the smooth and effective delivery of all projects (multiple projects at one time; varying from one off workshops with school- aged children to large grant funded projects involving multiple partners, workshops and venues).






Job Description:

- Ensure the programme of arts-based projects including all administration is delivered in an effective and efficient manner by maintaining up-to-date spreadsheets and planning tools. Ensuring delivery is in line with the terms of the grant or contract, fulfilling grant obligations from funding bodies and meeting aims and objectives.
- Manage relevant project budgets to ensure they are within agreed expenditure limits and keep accurate records of income and expenditure on relevant spreadsheets. Ensure these records adhere to grant-giving stipulations.
- In liaison with the CEO, 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.
- 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 CEO.
- Supporting artists on site, where needed, to offer additional assistance including, but not limited to; ensuring that project spaces are set-up to a high standard, to meet and greet and to liaise between partner organisations and artist.
- Responsible for coordinating high quality celebration and sharing exhibitions and events of artists and participants work, both in private and public settings.
- Contribute to the development of the already-existing programme of support for Ignite Imaginations' current artist facilitators.
- Liaise with the Marketing Officer to support the development of excellent communications assets and promotional materials.
- 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, maintaining and updating spreadsheets, answering phone calls, emails, and correspondence in a timely manner, typing reports and 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.
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Person specification:

Essential

- Experience of coordinating high quality creative workshops, projects, celebrations and events that have included liaison and supporting multiple partners and artists.
- Experience of effective partnership working
- Sound knowledge of the community and/or arts sector in Sheffield
- Experience of managing the logistics and budgets of multiple projects of varying size and demand, concurrently.
- Experience of working with external partners to develop and coproduce projects that matter to their participants/ community.
- Experience of supporting the marketing and evaluation processes of a project.
- Excellent IT skills and highly organised.
- Excellent networking and communication skills with the ability to represent Ignite Imaginations in communities and communicate with diverse groups of people.
- Commitment to equity and diversity at every level within the organisation.
- Commitment to working across the school summer holidays due to large amount of workshop delivery (therefore coordinator needed to support artists and partners from their desk.)

Desirable

- Good knowledge of Health and Safety and safeguarding practice.
- Ability to work some weekends and evenings

How to apply:

Complete your application in the following ways:

Please send an up-to-date **anonymised CV and complete the personal profile form** below (this will be used for monitoring purposes only.)

AND

Send a covering letter and explain to us how your skills and experience match **each point in the person specification. Send to us by Friday 10th May at 5pm:**

- Via text (email, whats app on a phone for example)- no more than 3 xa4.
- Via video- (zoom recording for example) - no more than 8 minutes.
- Via audio (WhatsApp voice note, zoom recording for example)- no more than 8 minutes.

Key dates:

- **Friday 10th May 5pm: Deadline for applications. Please send required information to jobs@igniteimagnations.org.uk or if by whats app text 07391 544278**
- **Wednesday 15th May: Shortlisted Applicants informed.**
- **Wednesday 22nd May: Interview day** (If you are unable to attend the interview date please let us know and we can make alternative plans.)

Access

If you're comfortable to do so please contact us and we can make sure you are fully supported to make an application; from large print, or audio recordings, to travel expenses covered for the interview stage. 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. Please contact us for further support or to talk through any of the above.

Selection Process:

We will consider all applications sent to us (no matter what format you choose) and will invite those we feel best matched to our criteria to an interview. This will be in person in an accessible venue in Sheffield. Support is offered to help you feel fully prepared and all activities and questions will be issued before the interview itself.

For more information or for an informal discussion about your application or any support you may need please email jobs@igniteimagnations.org.uk or phone **(0114) 268 6813.**

Personal Profile Form to be completed below (and sent along with anonymised CV AND covering letter explaining to us how your skills and experience match each point in the person specification:)

Project Coordinator (Maternity Cover)

1. Personal Details

Title: _____ First name: _____ Surname: _____

Phone No: _____

Email: _____

Address: _____

2. 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 spent and unspent criminal convictions, cautions, reprimands or final warnings. The engagement of the successful applicant will be dependent on a satisfactory Disclosure and Barring (DBS) 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.

3. 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? _____

4. 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: _____

Email or Address: _____

Phone number: _____

How do you know them? _____

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

Name: _____

Email or Address: _____

Phone number: _____

How do you know them? _____

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

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

Signed: _____ **Date:** _____