 **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Westburn CAN Coordinator |
| **Accountable to** | WHALE Arts Director |
| **Personnel responsible for** | Project volunteers and Associate Artists |
| **Location** | WHALE Arts Centre.  Outreach and detached work in the Wester Hailes area. |
| **Hours of Work** | 14 hours per week worked flexibly to meet the demands of the post, including evenings and weekends where required. |
| **Contract Length** | Fixed term contact to 31st March 2018. |
| **Salary** | £24,193 (pro rata) |

**Summary of Post**

To coordinate, develop and deliver Westburn CAN – an innovative community-led partnership project that will reduce carbon through a range of distinct but integrated interventions including an Environmental Arts and Culture Programme, Horticulture Hub, and community food provision.

The post is funded by the Climate Challenge Fund.

**Main Activities and Key Responsibilities**

* Develop and support a local participation in all aspects of the Westburn CAN project.
* Facilitate a project steering group to assist with planning and delivery of Westburn CAN and support its long term sustainability
* Coordinate the delivery of an Environmental Arts & Culture Programme
* Work with partners to deliver horticulture hub and training programme
* Work with partners to develop thematic work around community builds
* Deliver and coordinate and community events, including monthly CAN meetings/activities
* Create partnership opportunities with local community organisations, public bodies, education and training providers
* Utilise and develop current volunteering policies, procedures and databases
* Conduct community consultations to support project development and evaluation
* Monitor and evaluate participation using central WHALE Arts’ systems and participative methods, in line with funding requirements
* Monitor and evaluate performance of the Westburn CAN towards carbon reduction and community outcomes
* Ensure all project funding requirements are met, reports completed and effective communication maintained with funders

**Other Duties**

* To carry out occasional reception cover duties
* To support the development of the WHALE Arts Agency programme, systems, policies and procedures
* To comply with relevant WHALE Arts Agency policies
* To undertake any relevant training in relation to the post

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

**PERSON SPECIFICATION**

**Essential skills**

Educated to degree level in arts, education, or community work - or able to demonstrate equivalent experience.

Minimum 3 years experience in:

* Community engagement and an understanding of the importance of community-led development.
  + Conceiving and delivering creative and/or community projects.
  + Working with partners and participants to deliver project outcomes.
  + Project development including writing project outlines, budgets and funding applications.
  + Project management including managing budgets, setting up and working with administration systems, recruiting and managing volunteers.
* Excellent interpersonal skills, able to work without supervision and as part of a team.
* A good working knowledge of Microsoft Office is essential.
* Excellent written and verbal communication skills.

**Desirable Skills**

* Experience in design and delivery of community, arts, or horticulture projects.
* Knowledge of Wester Hailes community, local organisations and services.

**RECRUITMENT DETAILS**

**Application Process:**

Apply in writing or by email, enclosing/attaching

* An up to date CV detailing relevant education and employment experience.
* A covering letter demonstrating how your skills meet the Essential and Desirable Skills criteria of the job description.
* Details of two referees, including at least one previous employer.

Applications should arrive at WHALE Arts Agency **no later than 13:00 on Monday 3rd April**. Late applications will not be considered.

**\*\* Please note that interviews will be held on the 11th April at WHALE Arts\*\***

**Equal Opportunities Monitoring:**

WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation.

Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

**Contact Details:**

Allan Farmer

WHALE Arts Agency

30 Westburn Grove

Edinburgh

EH14 2SA

T: 0131 458 3267 E: [info@whalearts.co.uk](mailto:info@whalearts.co.uk) W: [www.whalearts.co.uk](http://www.whalearts.co.uk)