

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, 12 week contract from 8 th January to 31 st March 2018.
Payment	£24,193 (pro rata) if going through WHALE Arts' Payroll or Contract value of £2800 on a freelance, self-employed basis

Summary of Post

We are seeking an experienced candidate to oversee delivery of programmed activity and complete the end of project evaluation and reporting for Westburn CAN

Westburn CAN is 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 project is funded by the Climate Challenge Fund.

Main Activities and Key Responsibilities

- Coordinate the delivery of all Westburn CAN activities
- 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 and reports completed
- Support a local participation in all aspects of the Westburn CAN project.
- Facilitate a steering group to assist with planning, delivery and evaluation of Westburn CAN
- Deliver 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 and report on community consultations

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:

- Delivering and evaluating creative and/or community projects.
- Working with partners and participants to deliver project outcomes.
- Project management including writing project reports and evaluations.
- Managing budgets and financial reporting to a range of stakeholders .
- Community engagement and community-led development.
- 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 of running and reporting on Climate Challenge Fund 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 11th December.**

**** Please note that given the short term-nature of the contract we will require applicants to be available for an immediate start.**

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:

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