**CREATE COMMUNITY WEALTH – A Culture Collective Project**

**PROJECT COORDINATOR JOB DESCRIPTION**

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| **Job Title** | Project Coordinator |
| **Accountable to** | WHALE Arts and North Edinburgh Arts |
| **Personnel responsible for** | 6 x freelance artists |
| **Location** | Co-located: WHALE Arts Centre (Wester Hailes) and North Edinburgh Arts (Muirhouse) |
| **Hours of Work** | 0.8 of FT post / 28 hours per week / 4 days per week (hours can be worked flexibly) |
| **Contract Length** | 17 months - Ideally August 2021 - December 2022 but could be September 2021 - January 2023 |
| **Salary** | £24,193 FTE (£19,354 for 4 days a week) |

**About the project**

Create Community Wealth is an 18-month project, funded through Creative Scotland’s[Culture Collective programme](https://www.creativescotland.com/funding/funding-programmes/culture-collective), that aims to develop community enterprise projects across Wester Hailes and Muirhouse. The project is a partnership between WHALE Arts and North Edinburgh Arts, working closely with SCOREscotland and Passion 4 Fusion.

The project has two clear aims:

* to support local people to create and produce a range of products/services
* to explore and set up platforms where people can sell their products/services

The project will employ a small team of artists/creative people to work within these communities, supporting local people to develop their ideas and sell and showcase their products and services locally.

Based on our knowledge and experience working in Wester Hailes and Muirhouse, we envisage that these products and services will include locally created crafts, food and drink products, wellbeing services and creative performance-based work.

We also want to create a framework for selling and showcasing the work created which could include regular street markets but may develop into something quite different as the project progresses.

**About the role**

We are looking for a Project Coordinator - someone who can oversee the delivery of the project and coordinate and support the team of artists/creative people.

**The person we are looking for…**

* is well organised, solution-focused and kind
* they treat people fairly and value the contributions others make
* appreciates diversity and are open-minded and inclusive.

**We want someone who…**

* thinks expansively - seeing multiple ways to reach a goal, solve a problem, or improve a situation
* recognises opportunities and challenges assumptions
* values new ideas and approaches, and encourages creative thinking
* is hard-working and a good team player.

**The person we are looking for will have experience of…**

* Planning and delivering projects
* Managing community events - including publicizing the programs and enhancing participation
* Community engagement
* Working & Networking with a range of partners and stakeholders
* Project management including managing budgets
* Overseeing and supporting freelance workers and volunteers
* Monitoring projects
* Evaluating projects
* Writing reports

**They will also need to have...**

* a commitment to promoting equality, diversity and inclusion
* cultural sensitivity
* The ability to build the trust and to welcome all people including those from diverse cultural and economic backgrounds facing additional barriers.
* Strong understanding of the challenges faced by B/ME communities in areas of deprivation
* excellent written and oral communication skills
* the ability to work as part of a team
* self-motivation and the ability to use their own initiative
* Flexibility to adapt to the changing needs of our target communities
* Empathy and kindness

**Ideally but not essential, they will have…**

* A knowledge of Wester Hailes and or North Edinburgh communities
* An understanding of the issues facing people living in areas of deprivation
* Experience in using the arts to address community issues
* Experience in micro-enterprise development
* Fluency in at least 2 languages

We aim to be as open and inclusive with our recruitment process as possible. Local knowledge of the Wester Hailes and/or Muirhouse areas would be an advantage and we welcome applications from local residents and those from B/ME communities. Above all we are seeking a person who understands diversity and inclusion and is committed to approaches which deliver for all within our communities.

Confidence can sometimes hold us back from applying for a job - we don’t want this to be the case for you. However you identify and whatever background you bring, if this role feels like something that would make you excited about coming to work each day then please apply! We really look forward to meeting you.

**APPLICATION PROCESS**

* To apply for this role we would like you to anwer 4 questions **– see below**
* You can submit your answers as a written doument **or** an audio recording **or** a video
* Written documents should be no more than 3 pages (A4)
* Audio and Video recordings should be no more than 5 minutes long
* We also need you to provide deatils of two referees, including at least one previous employer
* Please send your application, in whatever format you choose, by email to **recruitment@whalearts.co.**uk using **Create Community Wealth Project Coordinator** in the subject line. Please include details of your referees in your email.

Please don’t send questions about the role to this email address as it will not be monitored on a daily basis. We are happy to answer any questions about this role and questions should be sent to **Genevieve Kay-Gourlay** or **Kirsty Frankland**:

**Genevieve Kay-Gourlay** [depute@northedinburgharts.co.uk](mailto:depute@northedinburgharts.co.uk)

**Kirsty Frankland** [kirsty@whalearts.co.uk](mailto:kirsty@whalearts.co.uk)

**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. We would be grateful if you would complete the Equal Opportunities form **– see below.** This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process. We acknowledge that if you submit a video recording, certain characteristics such as gender or colour may be evident to the shorlisting team. We will do our best to mitigate any unconscous bias by ensuring both the shortlisting team and interview panel are as culturaly diverse as possible.

Applications open on **Friday 11th June** and close on **Wednesday 7th July** – applications should be submitted no later than **Midday** on **Wednesday 7th July**. Late applications will not be considered.

Interviews will be held in **the week commencing 19th July**

**THE 4 QUESTIONS ...**

**1**

We are looking for someone who really understands diversity and inclusion. Someone with an understaning of the barriers faced by people living in areas of deprivation and experience of engaging with culturally rich communities. We would like you to tell us about your experience of living and or working within such communities. For example...

* Tell us about how you have engaged with people?
* How have you managed to build trust?
* How did you reach out or support people facing additional barriers?
* How did you build and nurture relationships?
* Tell us about some of the challenges you have faced and how you have overcome these?

**2**

We need someone who is really well organized. Someone who can coordinate a team of artists, network with a range of stakeholders, organise and deliver community events, manage budgets and all the relevant admin tasks that go with such a role. Please give us some examples from your life or work when you have had to...

* Organise events
* Support volunteers or staff
* Manage budgets
* Network and build relatioships with people from different walks of life
* Cope with busy/demanding schedules

**3**

For this role we need somone with vision! Someone who can think big and support others to do the same. Someone who can support people to turn their big ideas into reality, someone felxible, who can respond to need and adapt to change. Please share with us examples of work or projects you have been involved with when you have had to...

* Use creative thinking to solve a challenging problem
* Helped others achieve thier goals
* Had to think fast and adapt to a changing situation

**4**

The overall aim of this project is to improve peoples economic prospects through creativity. We have some ideas about what this might look like but ultimatly you will be driving this project forward and the final outcome will be shaped by the needs and aspirations of the communities. We would like you to tell us why you think you’d be great in this role. You can give examples of....

* When you have worked creatively with people and have made an improvement in their lives
* Any experience you have with business or micro-enterprise development
* Any examples of transferable skills that you think would be relevant

**Thank you for taking the the time to apply and we wish you the best of luck.**



**Equal Opportunities Monitoring**

*This information is for statistical purposes only and will always remain anonymous.*

*Please tick the boxes as appropriate.*

Gender identity Male Female Non-binary Prefer not to say

Ethnic origin

White British White Other Asian/Asian British Black/Black British Mixed Other (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age Category

16 – 25 26 – 35 36 – 45 46 – 55

55-65 65 +

Do you consider yourself to have a disability? Yes No