

## Creative Projects Co-ordinator (2 days a week)



We're recruiting a Creative Projects Co-Ordinator to join our friendly team. You will work closely with artists and partners, help put on events, and engage with the local community, community groups, volunteers and creatives. You will contribute to the planning, evaluation and delivery of the arts programme.

The successful applicant will have a passion for creative arts, performance and strong co-ordination and admin skills. You will be experienced in working creatively with a range of artists and organisations and be committed to working with communities and artists in Walsall.

2 days a week, June to December 2024.

£14-£15 per hour, depending on skills and experience.

If you'd like to talk with someone in the team before you apply, e-mail [caldmoregarden@gmail.com](mailto:caldmoregarden@gmail.com).

**Email your completed application to Anna Webster at [caldmoregarden@gmail.com](mailto:caldmoregarden@gmail.com) by 8am on Monday 13<sup>th</sup> May 2024.**

### About us

**Caldmore Community Garden** is a community green space in Caldmore, South Walsall. We are a social venue committed to bringing diverse communities together through creativity, play, working together, and care of natural environment.

### Vision Statement

We want Caldmore Community Garden to be a green oasis at the heart of Caldmore community - a space where people can mix and relax and where everyone is welcome. At the Garden all cultures are embraced, celebrated and respected.

Supported by a strong, diverse and welcoming volunteer group, the Garden will set an example for eco-sustainability and thriving multicultural relations; we will be “United by Our Diversity”.

The Garden will continue to be a unique, wild and peaceful space where alternative learning through nature, adventure and creativity will enable people’s wellbeing and mutual understanding to flourish.

We will create childhood memories through the experience of wildness in a safe environment.

### **Mission**

Our mission is to build the reputation for Caldmore Community House and Garden as a green and eco-sustainable space and to further develop environmental learning and nature appreciation, community arts and creativity, and wellbeing of the community and individuals.

Working with community partners and under the umbrella of Caldmore Village Festival Group we will aim to extend our “green reach” into abandoned areas of Caldmore and to help make sure the areas surrounding the garden are clean and safe.

## **Summary of Role**

**Position:** Creative Projects Co-ordinator (2 days a week)

**Contract:** Temporary (until the end of December 2024)

The role will require working on evenings and some weekends.

**Salary:** £14 to £15 per hour (£25480 to £27300 full-time equivalent), depending on skills and experience.

**Start Date:** June 2024.

**Location:** Caldmore Community Garden, Carless Street, Walsall WS1 3RH.

You will work closely with artists and partners, help put on events, and engage with the local community, community groups, volunteers and creatives. You will contribute to the planning, evaluation and delivery of the arts programme (across poetry, music, visual arts, performing arts).

The successful applicant will have a passion for creative arts, performance and strong co-ordination and admin skills. You will be experienced in working creatively with a range of artists and organisations and be committed to working with communities and artists in Walsall.

## Job Description

**Job Title:** Creative Projects Co-ordinator

**Responsible to:** Programme Manager

**Job Purpose:** Co-ordination and delivery of projects and events that contribute to the aims of the arts programme

### Responsibilities

1. Research, planning, development, and delivery of the programme of creative workshops and performance and music events at Caldmore Community Garden.
2. Co-ordination of projects, including the creation of project plans, working closely with artists and partners, identification and management of resources required and ensuring effective communication, monitoring and evaluation takes place.
3. Development of new and existing relationships with community groups, project partners, artists and suppliers to meet programme aims.

### Programme Support

1. Co-ordinate and administer the arts programme projects (across poetry, music, visual arts, performing arts) in line with their aims, objectives, targets, budgets and project plans.
2. Liaise with partners, artists and community groups to fulfil project development and delivery objectives.
3. Liaise with freelancers (stage managers, graphic designers, etc) to co-ordinate the use of their skills when needed for projects.
4. Carry out hands-on project delivery when required, including facilitating workshops and events.
5. Support the team to ensure that marketing and publicity plans for projects and promotion for events are implemented.
6. Support the team with event planning, co-ordination and delivery, and attend events when required.
7. Maintain an overview of the organisation's project delivery plan and calendar of project milestones and report on status when required.
8. Follow processes for monitoring and evaluation of projects: ensure data is collected and recorded for the provision of information to meet company and funder requirements.
9. Support the management of Caldmore Community Garden's social media channels and website.
10. Upload and distribute Caldmore Community Garden's content across digital platforms (eg: website, social media, e-mail newsletter) on a regular basis.
11. Generate digital media including short films, images, graphics, for use across digital platforms.

### General Administration

1. Maintaining office systems and files.
2. Responding to telephone and email enquiries.

3. Maintain and develop Caldmore Community Garden's mailing lists.
4. Attend and contribute to staff and external meetings.
5. Attend relevant staff training as required and contribute to your review meetings and learning and development needs assessments.
6. Work evenings and weekends as required.
7. Undertake such other duties appropriate to the post as may be required from time to time by the Line Manager and / or the Director.

You will be required to apply for an enhanced DBS certificate.

### **Personal Qualities and Values**

We are committed to being an equal opportunity employer and we celebrate diversity in all its forms. You will be expected to share the qualities and values listed below.

1. A commitment to equality, diversity, accessibility and inclusion.
2. A commitment to collaborative working and co-production.
3. Be committed to working with communities in Caldmore and Walsall.

### **Person Profile and Key Skills**

Candidates for this post should be able to demonstrate some, or all, of the following.

#### **Essential:**

1. Strong co-ordination and administrative skills with attention to detail and efficient management of time, multiple tasks and priorities.
2. Experience in working creatively, flexibly, effectively and sensitively with a range of artists and organisations.
3. Ability to deliver creative arts projects.
4. Ability to create digital outputs.
5. Ability to work on own initiative, and as part of a team, and anticipate situations and problems and find appropriate solutions.
6. Excellent communication and collaborative skills.
7. Self-motivated and organised.
8. Knowledge and experience of social networking tools and able to learn new website and IT systems.
9. Working knowledge of Microsoft Office and / or Google Workspace.
10. Available to work outside of standard office hours when required.

#### **Desirable**

1. Experience of working in the not for profit / charity sector.

### **HOW TO APPLY**

**The deadline for returning your application is 8am on Monday 13<sup>th</sup> May 2024.**

Please email the following to caldmoregarden@gmail.com with the job title in the subject line:

1. Your CV.
  2. A statement that details your relevant experience for this role and outlining how you meet the job description and person spec requirements, giving examples of experience and knowledge, skills and abilities.
  3. The name and address of two referees; we will only contact these if you are offered the job.
  6. In the email, please include your name, address and mobile number.
- If you have any questions about the role or would like to speak to someone before applying, feel free to email caldmoregarden@gmail.com to arrange an informal chat.

### **Selection Process**

We'll produce a shortlist of candidates using the job description and person specification as the selection criteria and, if you're shortlisted, we'll get in touch no later than lunchtime on **Friday 17<sup>th</sup> May**, to schedule an in-person interview which we are aiming to be held on **Wednesday 22<sup>nd</sup> May 2024**. If you can, please keep this date free in your diary.