

Post	Holiday Fun Project Co-ordinator
Location	Harwich
Reporting To	Programme Manager, Learning & Education
Dated	May 2019
Salary	£11.91/hr
Status	Fixed Term Contract –June to September Between 7.5 and 25 hours per week , including weekends and school holidays

PURPOSE OF ROLE

Since 2017 Firstsite has run a successful programme of family focused activity, including art, sports and food. The programme is now being developed, in partnership with Tendring District Council and the NHS, to include locations in Harwich from June 2019.

The Holiday Fun Project Co-ordinator is responsible for successfully delivering the activities taking place during Harwich Holiday Fun project, supported by the Programme Manager, Learning and Education.

The role of the Holiday Fun Project Co-ordinator will involve administering the recruiting and retaining of participants for the activities taking place. This will involve the promotion of the activities to schools, families, community leaders and other professionals, ensuring the activities reach a wide audience. Special attention will be given to those families who qualify for free school meals, those with disabilities, learning difficulties and sensory needs, military families and young carers to ensure that the project reaches those in most need of support.

The Holiday Fun Project Co-ordinator will line manage the catering and delivery staff for the project, which will include recruitment and training, drawing up a rota and menu and ensuring staff are carrying out the necessary evaluations and following all relevant Firstsite procedures.

Line managed by Firstsite's Programme Manager, Learning and Education, the post holder will support and assist the catering staff and other professionals to deliver the programme and will take a lead on administration duties, including assisting with the evaluation of the project.

This is a demanding and rewarding role working with a busy organisation. Working closely with the Firstsite Programme team, and colleagues across all operations at Firstsite, ensuring effective communications, planning and delivery; engaging diverse audiences, and attracting a substantial number of new visitors.

ENVIRONMENT

Firstsite is a company limited by guarantee with charitable status. Founded in 1994, Firstsite's original home was Colchester's 18th century Minories building where its innovative programme of exhibitions and professional development for artists began to grow and flourish. In 2011, it moved into its current iconic building where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists.

Firstsite's vision is to reflect the people, places and priorities of Essex and Colchester through its exceptional artistic and cultural activities - empowering diverse people to be actively engaged and lead healthier and happier lives.

KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

The following knowledge, experience, and skills are required in the role of Project Co-ordinator:
Essential (E) Desirable (D)

Knowledge

- A genuine and demonstrable interest in art and the creative sector (E)
- An understanding of the differing needs of families, including the barriers that may exist to prevent participation (E)
- Awareness of local communities (E)
- A basic understanding of the principles of safeguarding (E)

Experience

- Working collaboratively within a team to make projects happen to agreed standards, targets and deadlines (E)
- Effective delivery of events, workshops, activities and/or courses (E)
- Working with a range of professionals, communities and families to deliver collaborative projects (E)

Skills

- Excellent organisational skills and evidence of the ability to work under pressure and plan work to meet agreed standards, deadlines and budgets (E)
- Effective communication and influencing skills (written and oral). (E)
- Excellent time management skills (E)
- Ability to make efficient and effective use of resources (E)
- Attention to detail (E)
- Flexibility and adaptability, capable of responding to the unexpected and dealing with a wide variety of individuals with sensitivity and diplomacy (E)

- Supportive attitude to working within a team and with others, with the ability to adjust your approach for different needs and styles of working (E)
- Ability to maintain confidentiality and exercise judgment when communicating with different stakeholders (E)
- Confident user of IT (E)

General

- A genuine interest in inclusion and equality (E)
- Ability to be flexible in hours worked, according to the needs of the programme (E)

This role requires a Disclosure and Barring Service (DBS) check

TASKS AND OUTPUTS

The following represents, but not limited to, the main tasks the Job Holder will undertake regularly:

Principle Responsibilities

- Work with the Firstsite Programme Team, and partners, on the recruitment and retention of participants for school holiday and weekend activities taking place at Holiday Fun in Harwich
- Support the promotion of the project and the identification and removal of perceived barriers to enable as wide an audience as possible to take part
- Support and administer the delivery of the programme through regular communications with schools, charities and other agencies, artists and Firstsite staff
- Maintaining effective communication with members of the Programme Team, partners of the project, and participants
- Line manage the catering and delivery staff
- Designated on-site responsible person to oversee Fire, First Aid and Security matters
- Designated on-site responsible person to oversee safeguarding and welfare matters
- Awareness of evacuation procedures, allowing for safe exit of all visitors and participants
- Awareness of procedures for the treatment, recording and reporting for First Aid (training can be provided if needed)
- Overview of the collection and storage of sensitive data, ensuring correct procedures are followed for both paper and electronic data
- Overview of the correct procedures in catering operations
- Support with the evaluation of the programme activities
- Work across the entire Firstsite team to communicate the programme, and practical requirements to ensure the smooth running of the project.

Advocacy

- Represent Firstsite publicly, in person - at events and talks at Firstsite and elsewhere as required - and in written communication

- Respond to general enquiries from the public in person, by telephone and in written communications.

General

- To work in accordance with Firstsite procedures (e.g. Fire safety, First Aid, Safeguarding) and attend training and meetings when required.
- To be aware of relevant legislation (e.g. DBS, DDA, Health & Safety, etc).
- To maintain a thorough and practical knowledge of Firstsite's emergency, security, health and safety procedures.
- To travel and work outside of core hours, as required.
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite.
- To undertake any other duties as required commensurate with the post.

Intelligent Working

Our flexible working arrangements can help you to achieve a balanced lifestyle and we offer flexible working arrangements which could include, annualised hours, early or late starts to fit around other commitments, shorter working days, etc. We are happy to discuss your own requirements in more detail, should that be of interest.

Firstsite's commitment to inclusion

We pride ourselves on being a place where your individuality is valued; you can be yourself and still achieve your potential. We believe that your individuality helps us to deliver the best results to our objectives. Diversity of background, diversity of experience, diversity of perspective, are important to us.

At Firstsite, we recognise that returning to work after an extended career break can be daunting. We understand and appreciate that those with experience who have taken a career break still have a wealth of experience and knowledge to offer our organisation, which helps us to achieve our business goals. We will support you to refresh your skills, develop your confidence and provide a supportive network across the firm to help you best integrate into the working environment.

Applying with a disability

Firstsite is proud to be an inclusive, equal opportunity employer and we seek to attract and retain the best people from the widest possible talent pool. We are committed to ensuring that all candidates are treated fairly throughout the Recruitment Process. Should you be successful after the initial application stage, please discuss with your recruitment contact any reasonable adjustments to our Recruitment Process that you may require.

How to apply

Applicants should send a CV, on no more than two sides of A4, and a covering letter, on no more than two sides of A4, showing your motivation for the role and how you meet the criteria outlined in the person specification to:

Sue Hogan
Programme Manager, Learning and Education
Firstsite, Lewis Gardens,
Colchester, CO1 1JH

sue@firstsite.uk

Closing Date: Monday 20 May 2019, 9am

Interview Date: Friday 24 May 2019

Interviews will take place at Firstsite. Travel expenses for attending the interview can be reimbursed.