



Projects and Progression Coordinator Job Description

Reports to: Creative Programmes Director

Responsible for: Coordination of the ITT's programmes, supporting beneficiaries on projects and into progression opportunities

Liaises with: Artistic Director, Operations Director, Business Development Director, Community Partners and Freelance Artists

Place of work: Combination of home and office working (projects permitting) in Shoreditch, London

Hours: 35 hours per week (5 days)

Salary: £24,000 - £27,000 per annum, depending on experience

Benefits: 25 days holiday plus bank holidays

Background

Since 1995 the Irene Taylor Trust (www.irenetaylortrust.com) has led the way in using creative music making to inspire change in people in prison with its *Music in Prisons* programme and has successfully established community-based programmes for ex-prisoners (*Sounding Out*) and young people in challenging circumstances (*Making Tracks*).

"You helped me to realise the potential I'd forgotten I had and maintain positivity about the future since my release. You have shown me it's never too late to learn, improve my skills and progress down a new chosen career path," former prisoner on our *Sounding Out* community programme

The Projects and Progression Coordinator role

The Projects and Progression Coordinator will support the Creative Programmes Director with the coordination of ITT's projects. Tasks include but are not limited to: liaising with community partners and project staff, researching partnering opportunities and progression options for ITT's beneficiaries, supporting beneficiaries during project participation, project monitoring, some content creation and other administrative duties.

Key areas of responsibility:

Project Coordination

- Meeting with new and existing community partners to set up projects
- Attending and supporting projects to ensure their smooth running
- Creating resource packs for projects
- Booking and sending project contracts to freelance artists and beneficiaries
- Sourcing accommodation, transport and venues for projects
- Organising Arts Award moderations for *Making Tracks* participants. Planning and delivering Bronze Arts Award sessions during projects and submitting completed portfolios

- Ensuring high quality monitoring, evaluation and data collection for all programmes, and supporting external evaluations where appropriate
- Inputting, collating and extracting data from SurveyMonkey for funding reports
- Posting of project CDs and Arts Award certificates
- Assisting with marketing materials and social media channels as required
- Inputting into the design of new projects
- Delivering taster/recruitment sessions for prospective participants and additional support musicians as needed
- Responding to Child Protection and Safeguarding concerns in line with ITT's Child Protection Policy
- Leading on the coordination and delivery of the Advisory Group quarterly meetings

Research

- Researching partnering opportunities for projects
- Researching progression routes for beneficiaries
- Researching local training providers and other companies working in the sector
- Attending meetings as a representative, where necessary
- Sourcing guest speakers for Advisory Group meetings

How to apply:

To apply, please submit a 1-page covering letter outlining your suitability for the role, your personal qualities and any transferrable skills you may have in reference to the person specification, and a 2-page tailored CV to jake@irenetaylortrust.com by **10am on 1st November**.

Depending on the volume of applications we receive, we may need to bring forward the closing date for applications as our small team has limited capacity.

Interviews: Will take place online on **4th November**.

We are committed to working towards a more diverse cultural sector. Our recruitment process is open to all, but we are particularly keen to hear from People of the Global Majority and / or disabled candidates, as these groups are currently underrepresented in our teams.

We actively encourage applications from those with lived experience of the Criminal Justice System. However, due to the position having direct contact with our beneficiaries, we are unfortunately unable to employ anyone with an offence that prevents them from working with young people.

If you would like to arrange an informal call before submitting your application please email jake@irenetaylortrust.com

Person Specification

Qualities	Essential	Desirable
EXPERIENCE	Experience of working with young people and adults from challenging circumstances Administrative experience Experience of troubleshooting and resolving problems creatively if the solution is not immediately apparent Experience of working with computer systems Experience of being responsible for a wide range of administrative duties Experience of working in a busy office environment Experience of working as part of a small team	Experience of monitoring arts projects Arts Award Trained Level 1 Safeguarding Training
KNOWLEDGE	Understanding of community engagement and charity settings Awareness of current issues affecting young people in the UK	Understanding of the voluntary sector Understanding of the criminal justice system Understanding of the arts sector
SKILLS AND ABILITIES	Excellent IT skills appropriate to the role, including Microsoft Office Ability to demonstrate a methodical, organised and flexible approach to work Effective listening, verbal and written communication skills Ability to work effectively and positively in a small team Independent and highly organised in managing workload and meeting deadlines Ability to notice and address issues, to work with others in creating solutions Ability to maintain a high level of confidentiality and discretion at all times Ability to work collaboratively	Facilitation and project delivery skills Familiar with the Survey Monkey platform Familiar with cloud packages Ability to communicate and share your skills with passion Ability to respond positively to unexpected challenges
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	Ability to both work under own initiative and to share issues, ask for help and seek supervision appropriately Flexibility and eagerness to learn Excellent interpersonal and organisational skills. A sense of fun and passion for the work of the organisation Conscientious and good attention to detail A flexible approach to work Willing to travel outside of London to deliver week-long projects with community partners	A keen interest in music