



## Projects & Progression Coordinator Job Description

**Reports to:** Creative Programmes Director

**Responsible for:** Coordination of the Trust's programmes and sourcing progression opportunities for beneficiaries

**Liases with:** Artistic Director, Operations Director, Business Development Director

**Place of work:** Shoreditch, London

**Hours:** 35 hours (5 days a week)

**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](http://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 the Trust's projects. Tasks include but are not limited to: liaising with community partners and project staff, researching partnering opportunities and progression options for the Trust's beneficiaries, 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 projects to ensure their smooth running
- Creating resource packs for projects
- Checking availability and writing contracts for the project team and beneficiaries
- Sourcing accommodation, transport and venues for projects
- Working with *Making Tracks* participants to create a portfolio of their work for Arts Award (Bronze) accreditation. Booking moderation dates, marking and submitting Arts Award portfolios
- Ensuring high quality monitoring, evaluation and data collection for all programmes, and supporting external evaluations where appropriate

- Assisting with input of project monitoring to Survey Monkey and extracting data for funding reports
- Posting of project CDs
- 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 the Trust's Child Protection Policy

### 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

### 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](mailto:jake@irenetaylortrust.com) by **4<sup>th</sup> September, 5pm\***.

**\*Please note:** Depending on the volume of applications received, we may need to bring forward the closing date for applications as our small team has limited capacity.

**Interviews:** will take place online on **10<sup>th</sup> September**

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 Black, Asian and Minority Ethnic (BAME) 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.

As this role will involve contact with young people, a **DBS check** will be required to ensure suitability. Employment will be subject to two satisfactory employment references (one of which should be from the most recent employer) and confirmation of eligibility to work in UK.

If you would like to arrange an informal call before submitting your application please email [jake@irenetaylortrust.com](mailto:jake@irenetaylortrust.com)

## Person Specification

Qualities	Essential	Desirable
<b>EXPERIENCE</b>	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
<b>KNOWLEDGE</b>		Understanding of the voluntary sector Understanding of the criminal justice system Understanding of the arts sector
<b>SKILLS AND ABILITIES</b>	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	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 Ability to work collaboratively
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	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	A keen interest in music