

## Role profile

<b>Job Title:</b>	Community Programme Coordinator
<b>Location:</b>	Forest Arts Centre, New Milton
<b>Line Manager:</b>	Arts Centre Director
<b>Line Manager to:</b>	No Direct Reports
<b>Matrix team:</b>	Community Programme Coordinators Community Projects Manager

## Purpose of role:

To coordinate accessible participatory arts and cultural experiences at Hampshire Cultural Trust's arts centres and within the community to achieve commercial, artistic and social impact objectives.

## Main Responsibilities:

1. Develop an accessible, year-round programme of classes and workshops which explores a broad range of arts practices and complements the live performance programme and HCT's county-wide social impact projects.
2. Initiate and coordinate targeted social impact projects which use arts-based approaches to meet identified community needs.
3. Evaluate to monitor quality, efficiency and impact of the programme.
4. Recruit and manage tutors to support the delivery the programme.
5. Foster partnerships and strategic relationships which support the growth, enrichment and reputation of the programme and social impact projects.
6. Pursue third party funding to support the growth and sustainability of the programme.
7. Ensure the programme meets budget by managing expenditure, generating commercial revenue and meeting fundraising targets.
8. Undertake the administrative duties associated with projects and programme delivery, including management of contracts, budgets, invoices, risk assessments and reporting.

## Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation.

## Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met

- Comply with health and safety, equalities and environmental sustainability guidance and working practices
- Undertake appropriate training and development

**Key competencies of role:**

- 1.1 Deciding and Initiating Action
- 3.1 Relating and Networking
- 4.1 Writing and Reporting
- 5.1 Learning and Researching
- 6.2 Delivering Results and Meeting Customer Expectations
- 8.1 Achieving Personal Work Goals and Objectives

**Person Specification (competence requirement):**

**1. Essential qualifications**

- Degree or equivalent experience

**2. Essential knowledge/skill/experience**

- Demonstrable experience of developing and delivering an arts-based programme or equivalent
- Knowledge of the professional arts and cultural context
- Ability to manage a budget
- Creative problem solving skills
- Experience building relationships with internal and external stakeholders
- Ability to coordinate and prioritise concurrent projects
- Experience of professional tools and systems, such as MS office and social media platforms

**3. Desirable knowledge/skills/experience**

- Experience in developing grant and funding applications
- Experience working with diverse audiences

**Working Conditions:**

The following section provides an outline of the working conditions that may be encountered in this role.

- Manual Handling – Handling objects of up to 15kg on a daily basis.
- Use of Display Screen Equipment
- Job Characteristics
  - Direct supervision of children
  - Working with vulnerable adults
- Work environment
  - Working at height

- Sun exposure
  - Lone working
- Wearing Personal Protective Equipment when necessary
- COSHH Hazards – may come into contact with the following biological hazards
  - Animals, birds or reptiles
  - Human blood or human bodily fluids e.g. during first aid.
  - Soil