

## **COVENTRY CITY OF CULTURE TRUST PROGRAMME CONTRACTS OFFICER**

### **Reports to HEAD OF PRODUCTION**

**Role:** Programme Contracts Officer  
**Salary:** £28,500 to £30,000 per annum dependent on experience

### **CONTEXT**

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

In July 2020, we announced that Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year while providing some much-needed certainty and resources to our artists and communities.

This is your opportunity to be part of telling the story of the city that moves.

### **JOB DESCRIPTION**

The Trust is looking to appoint a Programme Contracts Officer managed by the Head of Production. The aim of this role is to oversee the contracting process for recruitment of teams and suppliers as we move into the delivery phase of the 2021 Programme. This will include PAYE and freelance roles and a broad range of suppliers.

**COVENTRY CITY OF CULTURE TRUST  
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP  
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,  
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960  
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE  
REGISTERED IN ENGLAND AND WALES

The post-holder will oversee the contracting process, ensuring that all documents and work is closely tracked and delivered to deadline. They will also work closely with colleagues on drafting of contracts, being the first point of contact for questions on negotiation points and clauses. The post holder will work with Trust staff and freelance project leads to ensure opportunities are open to all, whilst minimising the administrative burden to other colleagues.

## THE ROLE

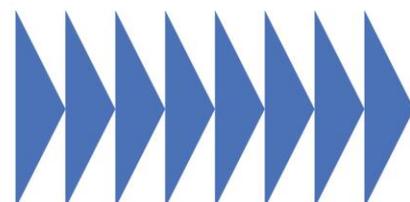
- To lead the and strengthen the Trust's administrative processes for establishing contracts required by the Programme team
- To work closely with HR Team Development to ensure that our processes and contracts comply with regulations
- To work with and support the project leads and coordinators to create all contracts, ensuring the timely contracting of all freelance and short-term workers and suppliers
- To work with producers to ensure our contracts are accessible and appropriate for a broad spectrum of parties
- To liaise as needed with our lawyers on more complex contracts or variations to our standard templates
- Work with our Marketing and Communications teams on all external communications and advertisements related to recruitment
- Ensure our Monitoring and Evaluation teams receive access to all information needed for reporting
- To establish clear payment schedules and ensure that all purchase orders are raised
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies

## PERSON SPECIFICATION

- Sound working knowledge of different contracts in a creative and cultural context; to include but not limited to contracts of self-employment, supplier of services agreements and P.A.Y.E. / worker contracts and application of Intellectual Property Rights in contracting
- Excellent administration skills with strong attention to detail



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- Excellent organisation skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- A can-do attitude to working in busy team structure, with experience of working with multiple teams with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry
- A personal and professional interest in Arts, Culture and Heritage

## GENERAL

We aim to reflect all the city's communities in our workforce and as such candidates from currently under-represented groups, including those with disabilities, are especially encouraged to apply.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

## PROCESS

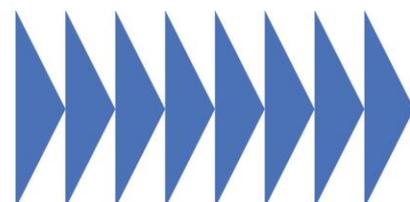
Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at [www.coventry2021.co.uk/jobs](http://www.coventry2021.co.uk/jobs)

Applications should be sent in PDF format to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk)



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## TIMETABLE

- Advertised:** Tuesday 22<sup>nd</sup> December 2020
- Closing date:** Wednesday 20<sup>th</sup> January 2021, 11am
- Interviews:** Tuesday 26<sup>th</sup> January 2021 - Following government guidelines, interviews will likely be held via video conferencing software.
- Salary:** £28,500 - £30,000 per annum, dependent on experience

## TERMS AND CONDITIONS

- This is a fixed term post until June 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite. However, given current government guidelines all Trust employees are currently homeworking. The successful candidate will be welcomed into the Trust and supported through a remote induction process
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit [www.covculture.com](http://www.covculture.com) and for more information about Coventry UK City of Culture 2021 visit [www.coventry2021.co.uk](http://www.coventry2021.co.uk)



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