

COVENTRY CITY OF CULTURE TRUST COVENTRY 2021 DYNAMIC CITY EDUCATION ADMINISTRATOR

Reports to Andy Reeves, Education and Young People Programme Manager

Role: Coventry 2021 Dynamic City Education Administrator
Salary: £22,000 gross per annum based on full-time working (£13,200 gross per annum based on working 3 days each week)
Timescales: Part-time (3 days per week) to commence from November 2021, to be delivered on a fixed-term contract until end of June 2022

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

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

JOB DESCRIPTION

The Trust is looking to appoint a Coventry 2021 Dynamic City Education Administrator to join the Coventry 2021 team. Managed by the Education and Young People Programme Manager, also working with the International and Youthfulness Programme Manager, you will provide administrative support for the young people programme; with an emphasis on schools work and supporting the Trust's young people and international programme. This is a hugely exciting and rewarding opportunity to have a broad experience working across the young people programme at the Trust and support colleagues in the delivery of their work.

**COVENTRY CITY OF CULTURE TRUST
2 CROFT ROAD, COVENTRY, CV1 3AZ**

REGISTERED ADDRESS 2 CROFT ROAD, COVENTRY, CV1 3AZ
COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

THE ROLE

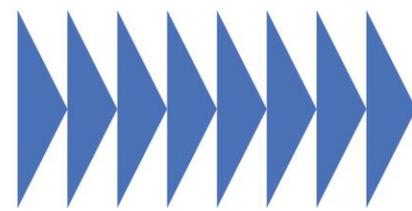
- To work with the Coventry City of Culture Trust Creative teams and individual project teams to assist in developing and delivering the primary, secondary, further education and university education offer.
- To assist the Education and Young People Programme Manager in building on existing relationships with the sector, including 2021 Schools Champions, Coventry Cultural Education Partnership and the Music Education Hub.
- To assist the International and Youthfulness Programme manager with selected admin tasks in support of the International and youthfulness programme- principally Global Youth Summit, Youthful Cities and Creative Rights projects.
- To compile and distribute the fortnightly schools bulletin in term time, to schools and other key education contacts.
- Maintain and develop Coventry and Warwickshire schools databases, and other project related databases as appropriate.
- Ensure project-specific ticketing set-up, registration and evaluation forms are completed as appropriate.
- Administration of the Schools additional activity budget as appropriate.
- Assist the Education and Young People programme Manager in preparing content for the schools section of the City of Culture Website, working with Marketing and Comms colleagues and keeping abreast of announcement schedules.
- To work with the Education and Young People Programme Manager and partner institutions to help create physical and digital assets which will form part of the delivery during events.
- To assist in the creation, hosting and facilitation of development events, meetings and wider activity, either live or online, engaging young people and stakeholders in the programme.
- Actively engage with the organisation's vision and mission and strategies regarding artistic ambition, equal opportunities, diversity and accessibility, participation and engagement, environment and sustainability and evaluation and monitoring.
- To be aware of, and undertake to comply with and to help develop, the Trust's policies and procedures including, but not limited to, GDPR, Health and Safety, Safeguarding and Diversity and Equality and Inclusion Policies.

PERSON SPECIFICATION

- Excellent administration, coordination and communication skills, with strong attention to detail
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload



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- An interest in working in arts education, supporting work with, for and by young people (experience desirable)
- A can-do attitude to working in a busy team structure, with experience of working with multiple partners with competing demands
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners essential for this role
- Highly competent across IT and software, including a strong working knowledge of Microsoft Office (including Teams function), and willingness to learn other software programmes
- To be based in, or able to move within commuting distance of Coventry

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

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.

Alternatively, you can provide an audio or video submission.

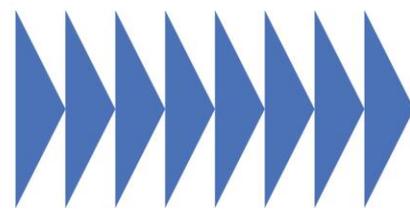
As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

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



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Applications should be sent to recruitment@coventry2021.co.uk

TIMETABLE

Advertised – Monday 4th October 2021

Deadline for submissions – Wednesday 27th October, 12noon

Interviews – Week Commencing Monday 1st November 2021

Salary: £22,000 gross per annum (£13,200 gross per annum based on working 3 days each week)

TERMS AND CONDITIONS

- This is a fixed term post end of June 2022.
- The post is working part-time, 3 days (24 hours) per week (excluding 30 minute/1-hour lunch).
- Days delivered as agreed with Line Manager, working Monday – Friday at hours to be agreed with frequent evening and weekend work. 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. Further details are available
- Holiday 33 days per annum including public holidays and based on fulltime working. 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 and some homeworking.
- 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 Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



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