

## **COVENTRY CITY OF CULTURE TRUST PROJECT COORDINATOR, ARTS AND HOMELESSNESS**

**Reports to JACQUI GAVIN, CARING CITY SENIOR PRODUCER**

**Role:** Project Coordinator, Arts and Homelessness (Part-Time)  
**Salary:** £23,000 to £25,000 gross pro rata, per annum dependent on experience, initially working for one day per week  
**Timescales:** Role to commence from January 2021, to be delivered until end of November 2021

### **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 Project Coordinator managed by the Caring City Senior Producer to support with the administration and co-ordination of the Trust's arts and homelessness projects.

**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

## ABOUT THE CARING CITY TEAM

The Caring City team is focused on addressing social issues through arts and culture. One of these areas is homelessness. City of Culture looks to grow creative opportunities for people who are or have been homeless.

We achieve this through:

1. Having set up an arts and homelessness forum where we discuss ideas
2. Supporting organisations and individuals in this area to run creative activity
3. Creating events together as part of City of Culture
4. Seeking to create change in the UK and beyond around homelessness
5. Believing in co-production with an aspiration to have at least 50% of contributions to these projects from people who are or have been homeless

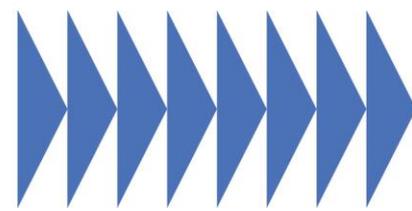
We know that our work is strengthened by a team from different backgrounds and with different life and work experiences, and we actively encourage applications from anyone who feels they are underrepresented in the workforce of the arts and cultural sector. We welcome applications from people who are or have been homeless.

## THE ROLE

- Plan and set up a range of activities, projects and events including a particular focus on activity in October 2021 to coincide with World Homeless Day
- Liaise with participants, sending out invitations, making practical arrangements
- Undertake research, guided by the Senior Producer, to plan and inform the programme for 2021
- Advise, research and be proactive in approaching potential project participants/partners
- Coordinate the arts and homelessness forum activity – ensuring at least 50% of attendees are, or have been, homeless
- Compile resources, taking and disseminating session notes and other administrative tasks as necessary
- Represent City of Culture at meetings and events
- Contribute actively to creative and planning discussions
- Champion co-production and always considering how to ensure everyone is included
- Other coordination focused duties as required
- 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



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## PERSON SPECIFICATION

- An individual who is passionate about making a difference to homelessness in Coventry and beyond
- An individual who has empathy with those who have experience of homelessness and social isolation
- Excellent administration and coordination skills with strong attention to detail including some experience in planning projects
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload and meet deadlines
- Great at building relationships and communicating via email/on the phone/in person
- Energetic and creative with a strong interest or passion for creativity, culture or art
- Good at working in a small team sitting within the larger Trust team
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes.
- 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.
- 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.

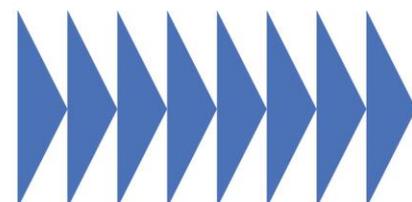
This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

## ACCESS

We want everyone qualified to the role to feel confident in applying for it. If the specified application options aren't appropriate for you and you would like to apply in a different way, or if you would like to apply in your first language (if that is not English) then please get in touch by contacting Jacqui Gavin so we can discuss what would work for you. If you require this pack or any information in a different format, please let us know. If you have any access needs at interview stage, we will make sure we meet them. **For information and support, contact Jacqui Gavin: [Jacqui.gavin@coventry2021.co.uk](mailto:Jacqui.gavin@coventry2021.co.uk) / 02476 998 221.**



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## 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 submit a short video / sound file alongside your CV.

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 to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk).

## TIMETABLE

**Advertised** – Thursday 26<sup>th</sup> November 2020

**Deadline for submissions** – 14<sup>th</sup> December 2020, 12 noon

**Interviews** – 17<sup>th</sup> and 18<sup>th</sup> December 2020

Following government guidelines, interviews will likely be held via video conferencing software.

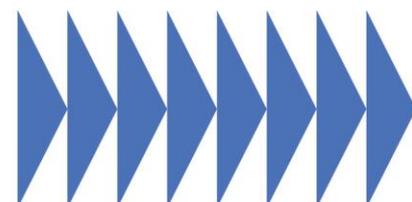
**Salary: £23,000 to £25,000 gross pro rata, per annum dependent on experience, initially working for one day each week**

## TERMS AND CONDITIONS

- This is a fixed term post until November 2022
- The post is working 8 hours (excluding 30 minute/1-hour lunch) equating to one day per week at hours to be agreed with potential 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 pro rata 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 onboarding 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



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- 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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