

Coventry City of Culture Trust
Refugee Week Coordinator
Reports to Great Place Project Manager

Role: Refugee Week Coordinator
Reports to Great Place Project Manager

Salary : £10,000 freelance fee

Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an amazing build-up programme, ambitious UK City of Culture year in 2021 and legacy.

We are a youthful, diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry has a history of activism, triumphing against adversity and coming together with a fierce but quiet pride.

Coventry is a city of welcome, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

During the bidding period, the Trust committed to a series of step changes including:

- 2.5m additional visitors for 2021
- 100 new businesses regularly supporting the arts
- 80% of the population experiencing at least three events
- 20% increase in BAME audiences
- Target of over 16,000 active volunteers and participants

Job Description

As part of the Great Place Scheme funded by Heritage Lottery Fund and Arts Council England and managed by Jacqui Ibbotson, we are seeking a freelance part time Coordinator to work on the delivery of Coventry's Refugee Week celebration in 2019. The position commences as soon as possible and requires an average of 2.5 days per week work over a 6-month contract period.

Coventry's Refugee Week takes place in line with national celebrations, from 17th – 23rd June 2019. Refugee Week is the UK's largest festival celebrating the contributions, creativity and resilience of refugees.

There is enthusiastic support for Refugee Week in Coventry and the Coordinator would have the opportunity to work on the 2019 programme with a partnership of contributing organisations including:

Coventry Refugee & Migrant Centre – Party in Millennium Square, Exhibition, Fashion Show and more;

Positive Youth Foundation – National Football Tournament and Youth Volunteer Programme;

Coventry City Council – Events connected to Building Bridges and MiFriendly Cities projects;

Coventry City of Culture Trust – Creative Writing & Performance project with Good Chance Theatre;

Highly Sprung, Positive Images Festival, Coventry and Warwick Universities, Coventry Cathedral, FarGo Village and others, with Counterpoint Arts in an advisory role.

In addition, Counterpoint Arts is holding its annual conference in Coventry as well as in London. In partnership with Positive Youth Foundation, on 11th February at Coventry Cathedral, The Refugee Week Conference is a day of inspiration, learning and networking in preparation for Refugee Week, with performances, hands-on workshops and the chance to network.



The Role

- The ideal candidate will be a festival producer with some experience of delivery of outdoor arts as well as experience of working with grassroots, refugees, migrants and/or BAME communities.
- To co-create and manage the delivery of projects planned by Refugee Week partners.
- To research and visit targeted good exemplars of refugee arts delivery across the UK.
- To liaise with key partners on many aspects of programme delivery, coordinating regular steering committee meetings for joint decision-making.
- To manage and report on the Refugee Week Income and Expenditure Budget and payment processes, reporting to the Great Place Project Manager and Steering Committee as required.
- To advise on the contracting of arts organisations, artists and production staff as required.
- To input to communications and social media strategies for local and national media coverage.
- To manage the process of ensuring legacy commitments are embedded throughout the programme.
- To liaise with a key curating artist as well as community support organisations, arts organisations, artists, participants,
- To recruit and manage volunteers for Refugee Week events as required.
- To be efficient with logistics, timetabling and production.
- To do some fundraising for Refugee Week projects.
- To work with and be the main contact for the Refugee Week evaluator.

This role requires mobile 'hot-desk' working with desk space provided at Coventry City of Culture, Coventry Refugee & Migrant Centre, Coventry City Council and Positive Youth Foundation and with other partners as required.

Person specification

- An understanding in Coventry as a welcoming city to refugees and migrants and a belief in the value of the arts for social change.
- A personal and professional interest in Arts, Culture and Heritage and its place in Coventry.
- Proven organisational and project management skills evidenced from previous posts.
- Evidence of working on complex multi-agency projects.
- Experience of working across public, private and voluntary sectors.
- Financial literacy – ability to read, prepare and analyse spreadsheets and budgets.
- Skilled at partnership working, unflappable, highly organised and good at multitasking.
- A meticulous eye for detail, wide-ranging computer skills, and administration experience are essential.
- Working independently, strong communication skills and a flexible working style are also very important.
- Excellent organisational and time-management skills and the ability to prioritise a diverse workload.
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners.
- To be based in, or be willing to move to within, commuting distance of Coventry.
- Flexibility to start on 4th February 2019.
- We welcome applicants of BAME or/and refugee status.

Process

Please send your curriculum vitae together with an accompanying email outlining how your skills and experience match the job description, to Alice Williams either by email:

alice.williams@coventry2021.co.uk or by post to:

Alice Williams
Social Inclusion Lead
Coventry City of Culture Trust
121 – 124 Far Gosford Street
Coventry
CV1 5EA

If you have any specific accessibility requirements, please contact the 2021 HQ on 02476 998 221.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly on the basis of written submissions, please include with your submission a copy of the completed equal opportunities monitoring form (downloadable from www.coventry2021.co.uk/jobs).

Timetable

Advertised – Wednesday 9th January 2019

Applications close – Thursday 24th January 2019

Interviews – Thursday 31st January 2019

Preferred start date - Monday 4th February 2019

Salary – £10,000 fixed fee inclusive of expenses (except for agreed visits in the UK)

Terms and conditions

- This is a fixed term post to last 6 months from the agreed start date
- The post is working an average of 20 hours per week over 6 months at hours to be agreed between 9am and 6pm generally Monday to Friday with weekend and evening work leading up to and during Refugee Week.
- Flexible working may be agreed, and it is likely that more hours will be needed closer to Refugee Week than in the earlier months.
- The fee is paid monthly in arrears against invoices submitted.
- Main place of work is the Trust's Office with frequent attendance at the offices of partners, especially Coventry Refugee and Migrant Centre, Coventry City Council and Positive Youth Foundation as required.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- 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's Refugee Week 2018, see the reports attached plus this link to a 5-minute film of 2018 Refugee Week events at FarGo Village <https://vimeo.com/310364880>.

For more information about the role contact Jacqui.ibbotson@coventry2021.co.uk. For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.