



## Project Coordinator Job Description

**Permanent Contract: 35 hours per week.**

### **A: Who we are...**

Magic Me is the UK's leading provider of intergenerational arts activities. Our mission is to bring together younger and older people in our community for mutual benefit, learning and enjoyment. Last year we worked with 1,100+ project participants and volunteers and over 2,500 people enjoyed our performances and exhibitions.

Magic Me arts projects challenge young and older people to stretch themselves and what they think they can do and be. Working with highly skilled and experienced artists, they learn new skills, share their ideas and feelings, and become comfortable collaborating with people who are different in age, ethnicity or life experience.

All our activities are run in partnership with other organisations, large and small. Since our founding in 1989 we have run hundreds of projects with thousands of people in schools, care homes, galleries, museums, open spaces and community centres. We are a learning organisation - time for participants, artists and staff to reflect on their progress is integral to our approach.

Based in Tower Hamlets, east London, Magic Me is growing to serve other communities in outer east London and the east of England.

### **Current and planned programme**

The Project Coordinator will support Magic Me's current and planned projects with schools, older people's organisations and other community groups including:

#### **Arts & Ages**

A three year programme of intergenerational activity, linking eight primary schools and eight partner venues for older people, across Tower Hamlets, starting in Sept 2018. Magic Me artists will work with intergenerational groups on a wide range of creative projects, with Year 4-6 pupils and local older people. Our aim is to work with partners to build their skills and experience of intergenerational work, building this into their regular activities.

#### **Women's Project**

Our annual arts project with Mulberry School for Girls and local older women starting in Autumn 2018. Working with theatre and visual artists, an intergenerational group will create artworks and events which showcase their ideas about themes of particular importance to women.

**For more details visit [www.magicme.co.uk](http://www.magicme.co.uk)**



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### **B: Who we are looking for...**

With your positive approach, you will enjoy working proactively and have the ability to juggle multiple tasks and respond to the day to day needs of the programme. You will be a confident communicator with the ability to build rapport and get conversations going with a wide range of people from teachers and school pupils to older participants and care home staff. You will be equally comfortable out at a project making sure things run smoothly and in the Magic Me office getting the admin completed. You will be a great listener with a positive and patient approach and be happy to pick up the phone to offer support to participants and volunteers.

You will work closely with Magic Me's artists supporting them to successfully deliver projects. Please do not apply if you are interested in working with us as an artist. To learn more about our artists and their role please visit [www.magicme.co.uk/about-us-2/artists](http://www.magicme.co.uk/about-us-2/artists)

**We are welcoming of candidates from under-represented groups, particularly people of colour, LGBTQ+ people, and disabled people. We will make any reasonable adjustments required for any part of the recruitment process and to support you in your role.**

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### **C: JOB DESCRIPTION**

To enable the smooth running of Magic Me's Schools and Community programme, providing administrative and practical support for artists, staff, volunteers and project participants.

The post-holder will work across Magic Me's Schools and Community programme.

### **MAIN AREAS OF RESPONSIBILITY & DUTIES:**

#### **Programme Support**

- Support the smooth running and administration of projects, events and activities
- Coordinate project logistics with artists and partner staff from care homes, community centres and schools (eg. Schedules, booking rooms, refreshments)
- Research, source and organise delivery or pick up of materials and equipment
- Co-ordinate meetings between project partners. ie teachers, care staff, volunteers, artists, Magic Me staff
- Support the Project Manager to produce performances, exhibitions and other events
- Attend external meetings and events as required
- Working with the Project Manager, contribute to project planning, set-up and development, implementing learning into future plans

#### **Participants**

- Coordinate the recruitment of project participants
- Act as the main point of contact for participants, maintaining regular contact throughout project delivery
- Support the ongoing participation of young and older people in practical ways (such as booking travel or interpreters)
- Attend sessions regularly and support and encourage participation
- Disseminate information to participants before, during and after projects



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### Volunteers

Recruiting and supporting programme volunteers:

- Circulate information to publicise volunteer opportunities and grow volunteer networks
- Set up and maintain systems to support project volunteer's experience; act as the first point of call for individual volunteers throughout a project and offer support as required
- Oversee DBS checks for volunteers (training given)
- Alongside the Project Manager and General Manager contribute to volunteer strategy and best practice

### Monitoring and Evaluation

- Alongside the Project Manager, implement and maintain monitoring and evaluation systems
- Support participants to complete monitoring paperwork
- Liaise with partner organisations to compile monitoring information and photo permissions for project participants
- Collect and log attendance records on Magic Me's database and spot patterns in the data
- Attend mid and end point evaluation sessions, ensuring that feedback is recorded
- Coordinate ongoing artist and volunteer feedback, as required

### Digital

- Support the creation and distribution of recruitment and publicity materials
- Promote Magic Me and project activity via social media, including platforms such as twitter, Facebook and Instagram, creating content from projects where appropriate.
- Manage the filing and archiving of photographs and films
- Contribute to Magic Me's strategy to incorporate digital into projects

### Administration

- Process petty cash transactions

### Core competencies of all staff

- Undertake general administration and correspondence in relation to your own workload
- Be aware of, and work in accordance with, Magic Me's Policies and Procedures including: , Health and Safety, Safeguarding Children and Young People; Safeguarding Vulnerable People; Equal and Diversity Volunteering; and Use of Photographs & Video
- Work collaboratively with colleagues from Magic Me or our partner agencies to provide an efficient, appropriate and high quality service to our partners and participants
- From time to time, undertake other tasks, which may be reasonably required of you



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### D: PERSON SPECIFICATION

#### Essential

- Experience of assisting on projects or organising events in the community, charity, arts, education or other relevant situation
- Ability to communicate confidently with a wide range of people of all ages and backgrounds
- Ability to demonstrate tact, diplomacy and to deal appropriately with confidential information.
- Experience of working within a culturally diverse community.
- A commitment to inclusion and finding ways to ensure Magic Me's projects are accessible
- Proven skills in organisation and admin
- Resourcefulness and the ability to solve problems
- Ability to prioritise own workload across different projects and be flexible to changing circumstances
- Ability to work independently and as part of a team.
- Excited about Magic's Me's work
- Proficient in all Microsoft Office software, and popular social media channels
- Excellent verbal and written English

#### Desirable

- Knowledge of Tower Hamlets' community and experience of living, working or studying in the area.
- Experience of working directly with younger and/or older people
- Experience of working with volunteers

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### E: PRACTICAL INFORMATION

**Reporting to:** The Project Coordinator will be line managed by the Project Manager.

**Location:** Based at the Magic Me office at 18 Victoria Park Square, Bethnal Green. Frequent travel locally and around London will be part of the role. Travel costs incurred on behalf of Magic Me will be covered, but not travel to and from home.

**Hours:** 35 hours per week.

The normal office hours are 9.30am – 5.30pm however this role will occasionally involve some evening and weekend work. No overtime is possible, but Time Off In Lieu can be taken. A schedule of working hours will be agreed with the post holder at least one month in advance.



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**Probationary period:** Three months

**Notice period:** One month

**Salary:** £20,400 -22,000 per annum depending on skills and experience

**Annual leave:** 25 days per year plus statutory holidays.

**DBS requirement:** The post holder will work regularly with children and vulnerable adults; a satisfactory Enhanced DBS (Disclosure and Barring Service) check is therefore required.

**Employment requirement:** The post holder must already have the right to work in the UK. By law, we are required to check the eligibility of candidates to work in the UK before offering anyone a job. Proof of eligibility to work in the UK will be required before a post is confirmed.

### HOW TO APPLY

Please download and complete the Magic Me Application Form and the Personal Details Cover Sheet. NB We cannot accept CVs.

**Deadline for applications:** Send your application to [recruitment@magicme.co.uk](mailto:recruitment@magicme.co.uk) by 5:00pm Monday 15<sup>th</sup> October. We will not be able to consider applications received after this deadline.

**Interviews:** Interviews will be held on Wednesday 24<sup>th</sup> October. Please ensure you are able to attend an interview on this day when submitting your application as we are unable to offer alternative dates.