

Project Coordinator Job Description

Job title: Project Coordinator

Permanent Contract: 35 hours per week

Salary: £23,000 - £25,000 per annum depending on skills and experience plus Employers' pension contributions

Annual leave: 25 days per year plus statutory bank holidays pro rata.

Reporting to: Project Manager

Location: Based at the Magic Me office at Pott Street, Bethnal Green. Travel outside of commuting to and from the office will be covered by Magic Me.

Hours: 35 hours per week.

The normal office hours are 9.30am – 5.30pm.

Occasionally some evening and weekend work will be required. This will be agreed with at least 1 month's notice and Time Off in Lieu will be provided.

Requirements: the post holder must have the right to work in the UK, this will be confirmed prior to appointment. A Disclosure and Barring Service check is also required, this will be paid for and completed by Magic Me.



Photo from 'Searching for Community 2023



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What is Magic Me

[Magic Me](#) is the UK's leading provider of intergenerational arts activities and a pioneer in creative arts with care home residents.

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

Magic Me's Vision is a world without ageism, where everyone can enjoy their unique creativity and full potential.

Our Mission is to inspire change - for individuals, communities and systems - through extraordinary art, sparking magic between generations.

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, community centres, galleries, museums and open spaces.

Magic Me has been awarded 3 years of public funding by Arts Council England, as we become one of their National Portfolio Organisations. From April 2023, this funding will support our ambitious programme of new work and to grow our existing projects.

Too often younger and older people are either overlooked, or seen as problems to be fixed. At Magic Me we know that they have the inside knowledge, talent and energy to tackle local issues and create change in their neighbourhoods.

Who we are Looking For – Person Specification

Our new Project Coordinator will be key in supporting our local programme of intergenerational projects within the Tower Hamlets community and our growing creative work in care homes in London and Essex.

We are looking for a candidate with a strong connection to Tower Hamlets and the communities that live here. They will be a motivated and proactive candidate, someone who meets most of the essential skills and some of the desirable skills in the job description. **You DO NOT need a university degree for this role.**



We welcome candidates from under-represented groups, particularly people from ethnic minority backgrounds, 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.

The successful person will provide examples from their professional work and daily life on how they meet the skills, with a lot of emphasis on practical experience (both professional and lived). You will need to show you are developing skills as a confident communicator, able to build rapport and get conversations going with a wide range of people. You will need to be adaptable to show you will be comfortable out at a project workshop making sure things run smoothly as well as in the Magic Me office getting the admin completed. A positive approach and the ability to work proactively with all parts of the organisations. Multitasking will be necessary with the ability to respond and seek clarity and support when needed. Predominantly you will be working with the Programme team but as Magic Me is a small organisation you may be required to work and support other parts of the team.

You will be open to learning and adopting [Magic Me's intergenerational principles](#) and excited to bring your learning and experience to the evolution of our ways of working.

Our Values - at Magic Me we are:

Collaborative, Creative, Thoughtful, Inclusive, Committed

Please read the Person Specification for details on what skills and knowledge candidates should have.

Person Specification

Essential

- Experience of assisting on projects or supporting 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 using a variety of mediums including email, telephone, face to face and text message
- Ability to demonstrate tact, diplomacy and to deal appropriately with confidential information.
- Experience of working within a culturally diverse community.
- Proven skills in being organised and the ability to carry out administrative tasks
- 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

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
- Bengali speaker

What we offer

Magic Me is committed to developing staff to ensure they are reaching their potential for the benefit of themselves and the organisation. To do this we do the following:

- Individual training budget for your own professional development.
- Flexible/remote working – approval required from line manager.
- Salary review as standard. Magic Me believes staff should not have to ask for a pay rise therefore all salaries are reviewed in line with inflation but also on job performance and job descriptions.
- Sick pay as per our policy
- Time of in Lieu for hours worked outside of contracted hour
- Additional time off between Christmas and New Year due to office closure

Job Description

This post holder will be managed by a Project Manager and will work with the whole Programme Team, led by the Programme Director, to lead the overall planning, delivery and evaluation of a year-round programme of projects to meet the strategic goals of Magic Me.

Project/Administrative Support

- 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

- Support the Project Managers to produce performances, exhibitions and other events
- Attend external meetings and events as required
- Working with the Project Managers, contribute to project planning, set-up and development, implementing learning into future plans
- Support and coordinate recruitment of participants and volunteers
- Manage volunteer involvement in project activity
- Attend project sessions, in-person and online, supporting participants to take part (including people living with a dementia or complex needs)
- Support access and inclusion needs of young and older people in practical ways (such as booking travel or interpreters)
- Regularly communicate with older and younger people using a variety of mediums including email, telephone, face to face and text message to give information on projects
- Support with monitoring and evaluation of projects for fundraising, reporting and programme development
- 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.
- Coordinate meetings and manage diaries for senior members of the team

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
- From time to time, undertake other tasks which may be reasonably required of you.



How to apply

[Please head to our website to access the application form.](#)

To apply for the role, you will be asked to answer three questions, each with a word limit of 250 words and upload a CV.

Please provide examples from your professional work and daily life.

1. What excites you about Magic Me and this role?
2. Describe an instance when you have assisted on a community event or project - what was your role and what did you do?
3. How will your skills and experience enable you to be successful in this role?

When answering these questions, it will be useful to refer to the contents of this document, specifically the “Who we are looking for” and “Job Description” sections. We also require a copy of your CV. Priority will be given to your written answers, your CV will be used to understand your work experience.

If you have any questions about the roles, need any assistance or would like to arrange an informal call to discuss the role please contact our Programme Director katehodson@magicme.co.uk.

Date	Activity
Mon 17 July (12 noon)	Deadline for Applications
Week of 24th July	Interviews (in person at Magic Me office)