



JOB DESCRIPTION

Job Title:	Programme Coordinator
Salary:	£26,000 - £28,000
Pay Band:	B
Duration:	Permanent
Hours:	35 hours per week to include Saturdays & Evenings Tuesday, Friday & Saturday - 9:30 – 17:30 Wednesday & Thursday - 13:00 – 21:00 Some additional hours may be required including occasional Sundays. The role qualifies for TOIL.
Reports to:	Head of Learning and Participation

JOB SUMMARY

SUMMARY OF KEY RESPONSIBILITIES

This role is an amalgamation of two areas of work: workshop leading for outreach activity and coordinating programme activity at Wac Arts.

Workshop leading: Outreach (0.4 FTE)

- Deliver outreach sessions in schools and community settings across London in Performing Arts and/ or Creative Arts sessions*:
 - Performing arts disciplines include dance, choreography, acting, movement, character, mask work, puppetry, scrip work, ensemble skills and improvisation.
 - Creative arts disciplines include animation, digital animation, filmmaking, audio, editing and production.
- Work with the the Outreach Manager to deliver sessions that align with Wac Arts' Quality Code & Aims of Participation
- Deliver high quality activity
- Provide compassionate, clear and helpful feedback to students in verbal and written form
- Act as the face of Wac Arts for students, teachers and school staff and encourage participation in the wider Wac Arts programme.
- Act professionally and with enthusiasm for Wac Arts activity at all times
- Engage in feedback and planning for future and outreach activity
- Provide reports on outreach activities as required

**Candidates should have some expertise in one or both areas, and a willingness to develop skills that enable them to lead sessions in all areas listed.*

Programme Coordination (0.6 FTE)

- Act as the coordinator for the Programme ensuring smooth running of all activities
- Ensure rooms and spaces are booked with the Events Management team
- Organize cover for sessions and ensure consistency of standards when cover staff are delivering sessions
- Ensure all new staff are provided the correct training, orientation and documentation prior to their start date.
- Complete timesheets for sessional staff
- Ensure the learner management and online application system is up to date and all publishing deadlines are met
- Take referrals for the Wac Nites
- Undertake onboarding of new participants on the Wac Nites provision including observations of young people in trial sessions
- Monitor attendances and outstanding invoices
- Update course materials, the opportunities board and the Wac Arts website
- Create inclusive and accessible version of all documents
- Liaise with parents/ guardians and students
- Write programme newsletters and contribute to other communications
- Ensure equipment and resources are provided to staff for sessions and work with the IT department to maintain good working order of all tech
- Act as the Duty Manager and a contact for parents, guardians and students during Wac Arts activity
- Act as the first point of contact for staff on Wac Arts programmes
- Coordinate holiday programmes
- Work with the communications department to maximize participation in activity
- Liaise with parents/ guardians and carers to create and implement access/ care plans for participants with additional needs
- Work with the Head of Learning and Participation to review bursary applications and evidence.
- Ensure the highest standards of pastoral care for young people are maintained across Wac Arts Activity
- Work with the staff team to conduct evaluation of the programme activity
- Coordinate the Jack Petchey awards and end of year achievement awards
- Coordinate sharing week, evaluation week and the end of year grand sharing
- Coordinate the Young Actors Company and Young Dancer Company public performance in the summer term
- Support the development team with funding applications and reporting
- Undertake other tasks as directed by your line manager

General

- Act as a Deputy Safeguarding Lead and First Aider



- Act as the Duty Manager on Saturdays and evenings
- Attend all internal and external meetings relevant to the role
- Provide data and reports for internal and external parties as required by your line manager
- Support WA in initiatives to expand its work across programme and outreach

PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:

Skills and experience

- A minimum of 2 years' experience delivering arts and creative workshops for young people.
- A minimum of 2- years' experience of project, event or activity coordination
- A minimum of 2 years' experience working in a field relevant to the arts, creative industries, youth work
- Excellent IT skills including MS Excel, Word, Teams, Zoom
- First class time-management and prioritisation skills

Attitude and approach

- A positive outlook
- Excellent communication skills with a wide range of colleagues, clients and partners
- Customer service focused
- Able to act tactfully, courteously and with empathy
- An understanding of and commitment to equality, diversity and inclusion
- High levels of personal and professional organisation, integrity, discretion and confidentiality

Other useful skills and experience

- Training in safeguarding of children and vulnerable adults (training can be provided)
- Emergency First Aid certificate (training can be provided)
- Experience of working with Young People with disabilities

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

Equality

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.