



COORDINATOR – SCHOOLS, COMMUNITY & EARLY YEARS (FIXED TERM)

JOB PACK

wacarts.co.uk/vacancies
recruitment@wacarts.co.uk





Dear Applicant,

This role is a combined role of maternity cover for the existing Schools & Community Coordinator and a new fixed term role of Early Years Coordinator (with potential to extend).

The Schools and Community Coordinator will support the Schools and Community department to produce creative and performing arts projects and workshops inspiring young people and families in Camden and the surrounding areas. The role will report and work collaboratively with the Schools and Community Manager, Early Years Producer and wider Wac Arts team supporting the vision and mission of the organisation.

The Early Years Coordinator is a new role in the organisation to support the development, delivery and embedding of Wac Arts' new Early Years (Age 2–3) creative strand. Working closely with the Early Years Producer, the Coordinator will translate strategic ambition into high-quality, inclusive practice, while supporting the management of partnerships, artists, programme delivery and learning. The role is central to establishing Early Years as a sustainable, future-facing area of Wac Arts' work in the future.

For 47+ years, Wac Arts has provided a high-quality, affordable mixed Arts Programme for children & young people in and around Camden, enriching creativity from age 4, and playing a vital role in their artistic journey's. For 30+ years, we have also provided a dedicated activity for those with SEND. 1,100 children and young people participated in our programme last year alone. Our impact is rooted in strong relationships with participants and families. .

We would particularly keen to hear from candidates who are currently under represented in the cultural sector, and could provide the team the diversity in thoughts, lived experiences and skillsets that match the diverse community Wac Arts serves across London.

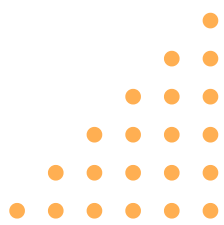
This pack contains further information about Wac Arts and the role. If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on recruitment@wacarts.co.uk. I look forward to receiving your application.

Kind regards,

A handwritten signature in black ink, appearing to read 'Ann Main', is written over a thin horizontal line.

Ann Main

Director of HR





ABOUT THE ROLE

KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

- Work collaboratively with the Schools and Community Manager and Early Years Producer to develop projects and workshops that align with Wac Arts' Quality Code & Aims of Participation in schools, youth centres and early year settings.
- Contribute to the development of marketing strategies to promote schools and community activity in collaboration with the Development and Communication Team.
- Engage in strategic planning contributing to the development of early years activity and overall growth of the Schools and Communities department to increase reach and participation.
- Play a key role in recruiting, engaging and onboarding Wac Arts Facilitators for a wide range of workshops and projects across multiple art forms.
- Establish and maintain strong relationships with schools, community centres, partners, stakeholders, families and young people.
- Support the planning, administration and coordination of Early Years programmes, events and partnerships, ensuring a high-quality experience for children aged 0-5 and their families.
- Collaborate with educators, artists, and community leaders to create synergies for creative projects.
- Liaise with the Development and Communication team to provide relevant data and information to support fundraising activity.
- Assist in monitoring and managing specific project budgets to inform the overall finances of the department.
- Working with Programme Managers and freelance artists to produce the Schools Festival and Early Years conference.
- Undertake other tasks as directed by your line manager.





ABOUT THE ROLE

General

- Contribute to an open, creative, and collaborative team culture.
- Support Wac Arts fundraising, marketing, and communications strategies by providing information and data with colleagues on request.
- Comply with Wac Arts Equal Opportunities, Safeguarding, Health & Safety, Data Protection, and other policies at all times.
- Provide data and reports for internal and external parties as required by your line manager.
- Support Wac Arts in initiatives to expand its work across Schools and Communities, Early Years and Weekend and Evening Programmes through Creative Planning.





ABOUT THE ROLE

JOB DESCRIPTION

Job Title:	Coordinator - Schools, Community and Early Years
Salary:	£29,702 per annum
Contract:	Schools & Community: 10 Ten Months Maternity Cover- Fixed term 0.4 FTE (i.e. 14 hours per week) Early Years: Twenty Months – Fixed Term 0.6 FTE (i.e. 21 hours per week) We are committed to flexible working and encourage applications from individuals seeking a potential job share opportunity
Report to:	Schools & Community Manager and Early Years Producer
Key Relationships:	Weekend and Evening Programme Manager, Development Team and Wac Arts Facilitators
Location:	Wac Arts (Camden) and Homeworking plus Schools and Community settings when required
Working Days:	Typical week (this is subject to change) - Schools & Community: Wednesday and Thursday Early Years: Monday, Tuesday and Friday Some evening and weekends as required





ABOUT THE ROLE

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:

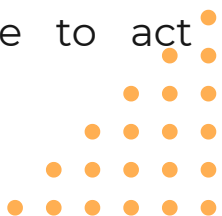
DEMONSTRABLE KNOWLEDGE AND EXPERIENCE

A minimum of 2 years' experience:

- Delivering and facilitating arts and creative workshops for children and young people.
- Experience of project, event, or activity coordination.
- Experience working in a field relevant to the arts, creative industries, youth work.
- Coordinating and delivering learning programmes in creative, performing arts and/or youth settings working with schools, community groups, local authorities and related organisations responding to and driving demand.
- Reaching and engaging young people, families and communities that face the greatest barriers to participation in the arts.
- Coordinating activities for especially for children aged 0 – 5.

ESSENTIAL SKILLS AND ATTRIBUTES

- A positive outlook with a *can do* attitude and natural collaborative approach to working.
- Excellent communication skills with a wide range of colleagues, clients, and partners.
- Self-motivated, creative and emotionally intelligent, able to act tactfully, courteously and with empathy.





ABOUT THE ROLE

- Putting safeguarding policy into practice for children, young people, and vulnerable adults (including undertaking risk assessments).
- First class time-management and prioritisation skills.

Desirable Experience and Other Useful Skills

- Experience coordinating artists, practitioners or freelancers working in Early Years, education or community settings.
- Training in safeguarding of children and vulnerable adults (training can be provided).
- Emergency First Aid certificate (training can be provided).

This role requires an enhanced DBS (Disclosure and Barring Service) clearance, which we will arrange for the successful candidate.

Benefits

- 35 hour working week
- Generous holiday allowance including day off for birthday
- Gifted days during festive season
- Hybrid working culture
- Friendly Family enhanced policies
- Reimbursement for Eye Tests
- Workplace pension scheme
- Access to Wellbeing Helplines
- Salary sacrifice schemes – Cycle to Work / Home & Tech (ongoing research on similar schemes)





HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance.

You can access a copy of the application questions from our [website](#). We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). If you prefer to apply using one of these formats, please contact us at recruitment@wacarts.co.uk for assistance.

Application deadline: End of day **Tuesday 6th October 2026**

Please Note - Interviews: *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. We encourage interested individuals to submit their applications promptly.*

If you would like a version of this pack in an alternative format (e.g. large text), please feel free to contact us and we will do what we can to support your request.

Please call 020 7692 5800 or email recruitment@wacarts.co.uk using the subject heading "Coordinator - Schools, Community & Early Years"





HOW TO APPLY

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.

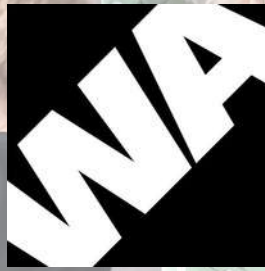
At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.





ABOUT WAC ARTS

MISSION

Nurture children and young people's creativity through the arts.

VISION

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

PURPOSE

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

GOALS – 2024-27

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.