



CELEBRATING AGE WILTSHIRE COORDINATOR

Job Description and Person Specification

Post title: Celebrating Age Wiltshire Coordinator
Responsible to: Creative Producer

Purpose of the Job

The Celebrating Age Wiltshire (CAW) Coordinator is a part-time role (0.4 FTE) within the Creative Learning team at WMC and offers the chance to develop your arts administration skills in a busy and vibrant arts venue. Supporting the CAW Creative Producer (CP) to deliver a varied programme of activities for older people, the role includes event coordination, office administration and database management, and communications.

Wiltshire Music Centre is the lead partner for Celebrating Age Wiltshire (CAW), a county-wide project delivering culture and heritage events and activity in community settings to support the wellbeing of vulnerable older people. Participants include those who are socially isolated or vulnerable due to dementia, reduced mobility, ill health or caring responsibilities.

The CAW strategic partnership organisations are: Pound Arts, Wiltshire Creative, AgeUK Wiltshire, Community First, Wiltshire Council, Wiltshire Libraries and the Wiltshire and Swindon History Centre. CAW is currently working in 11 local areas across the county: Corsham, Royal Wootton Bassett & Cricklade, Calne, Trowbridge, Stonehenge, Salisbury, Warminster, Malmesbury, Southern Wiltshire, Melksham and South West Wiltshire. In each area, CAW works with arts and community organisations to deliver accessible, high-quality arts and heritage projects.

The CAW Coordinator will be central to the delivery of this programme. The role requires an efficient, highly motivated and welcoming individual with a passion for Creative Health, and excellent communication and organisational skills. The position is a great opportunity for an organised and enthusiastic person to develop their skills and expertise in arts administration in a small and supportive team.

Key Responsibilities

Support the Creative Producer on delivery including logistics, operations, and promotion of activities & events. Including:

- Programme events and activities, including booking artists and venues, and liaising with local community organisations and supporters
- Ensure activities are well-publicised across our local networks
- Coordinate recruitment for events and activities where necessary, directly communicating with older people, carers and other community connectors
- Monitor feedback from sessions and ensuring all safeguarding and data protection guidelines are in place and upheld
- Collate qualitative evaluation material from participants and project partners as advised by freelance evaluator.
- Assist Creative Producer in preparing/writing up reports to stakeholders, including Steering Group and other funders
- Attend selected events and engage with participants, being an advocate for the project
- Be the central point of contact for Creative Conversations participants (small group sessions) – ensuring all participants have relevant information for each session
- Prepare and monitor Creative Conversations registration forms, ensuring all relevant information received from participants and practitioners is acted upon swiftly
- Coordinate and minute steering group meetings (4 per year)
- Contribute to the planning and scoping of CAW Phase 3

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessary by your changing role within the organisation.

Person Specification

- Excellent all-round administrative and computer skills including Microsoft Office
- Thoroughness and strong organisational skills
- Excellent communication and interpersonal skills in person, on the phone and by email, and ability to relate to a wide range of people
- Initiative, flexibility and self-motivation – ability to work without supervision as well as collaboratively as part of a team
- Excellent time management; ability to manage multiple priorities, work under pressure and meet tight deadlines
- Experience in supporting project management
- Ability to administrate projects and events in a variety of settings with different partners and stakeholders
- Experience working within a small team, including volunteers, staff, practitioners and external partners
- Ability to collate and present relevant project data and produce clear, concise written evaluation reports
- Sound numeracy skills and ability to update project budgets
- Experience working with older people
- Right to work and live in the UK
- Agreement to an enhanced DBS check

Role details

Responsible to	Creative Producer
Contract	<ul style="list-style-type: none"> • 9-month fixed term employment • Employee of The Wiltshire Music Centre Trust Limited

	<ul style="list-style-type: none"> • 2-month probationary period
Hours	<ul style="list-style-type: none"> • Part time, 15 hours per week (0.4 FTE) • Normal working hours: Monday-Friday between 8am and 6pm with a 1-hour unpaid lunch break • WMC operates a Time Off In Lieu system for any overtime
Holidays	<ul style="list-style-type: none"> • 32 days per year (pro-rata) incl. the standard bank holidays for England and 2 days at Christmas
Location	<ul style="list-style-type: none"> • Wiltshire Music Centre, Bradford on Avon BA15 1DZ • Flexible working options available • Occasional work at other locations across Wiltshire

Salary	£790 per month
Pension	<ul style="list-style-type: none"> • WMC will auto-enrol eligible staff into a pension scheme (The People's Pension), with required employer contributions
Staff benefits	<ul style="list-style-type: none"> • Complimentary tickets for WMC core programme performances (subject to availability and staff tickets policy) • Annual training opportunities
Starting	As soon as possible

As an equal opportunities' employer, WMC 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 and maternity, race or ethnicity, religion or belief, gender identity, or marriage and 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 WMC.

How to Apply

Please send your CV and a covering letter (no more than one side of A4) to recruitment@wiltshiremusic.org.uk

If you would like an informal discussion about the role, please contact Cassie Tait, Head of Creative Learning: cassie.tait@wiltshiremusic.org.uk 01225 860 100.

Application Deadline: Friday, 13 December at 12pm

Interview date: Tuesday, 17 December