

Job Description:

Project Coordinator (Learning Department)

Date: 6 April 2022

Main Purpose of the Job

The Learning Project Coordinator will coordinate and administrate new and existing education and engagement programmes delivered by the Learning department at Northern Ballet. They will liaise externally with schools, community groups, theatres and other cultural organisations, building and maintaining positive relationships and communication.

They will meticulously plan, monitor and evaluate projects, to provide high quality arts programmes for children, young people, adults and older people in line with the aims of the Learning department and the vision of Northern Ballet. The Learning Project Coordinator will collaborate internally with the department's team of dance artists and freelancers and across all Northern Ballet departments, using resources effectively.

Key Responsibilities

- To coordinate and administrate engagement activity, working with schools, community settings and cultural partners
- To work closely with the Learning Team to ensure all projects are planned, managed, delivered and evaluated to a high standard
- To take ownership of any assigned project tasks, demonstrating detailed coordination and planning, to ensure they reach their targeted outcomes
- To work with the Learning Team to ensure Learning programmes are designed to meet education standards and take account of access, artform and audience development
- To co-ordinate the arrangement of Learning activity delivered externally with freelance musicians, collaborating artists and venues
- To work with the Project Managers to raise Purchase Orders and coordinate invoicing
- To work with the Project Managers to maintain effective administration systems within the office environment, updating these systems when appropriate
- To liaise with other Northern Ballet departments on the delivery of the engagement programmes, using internal resources effectively and enhancing project delivery
- To work with the Senior Learning Project Manager and internal Communications team to fully exploit the opportunities for new audiences through education and outreach work in schools and communities, providing copy for assigned projects
- To provide information about specific projects, including detailed evaluation, to support the Development Department's fundraising for Learning projects
- To ensure all Learning projects and resources are documented and archived
- To ensure that all activity follows the department's Risk Assessment procedures and is compliant with health and safety regulations/standards and safeguarding policies

- To work with the Project Managers to input information and data into Northern Ballet's database to ensure an accurate record of activity
- To work with the Project Managers to keep the departmental diary up to date and circulate information to internal departments
- To assist with the distribution of marketing materials and resource packs for the Learning department
- To represent Northern Ballet at educational and arts events where appropriate

At all times carry out duties and responsibilities in line with Northern Ballet's equal opportunities, health and safety and safeguarding policies.

Person Specification

Essential Criteria

- A proven track record of experience in arts coordination and administration, with the ability to take ownership of assigned projects/tasks
- Excellent organisational skills, with a logical and methodical approach to planning and preparation
- Experience of working on numerous projects simultaneously, prioritising your own workload
- Ability to work to tight deadlines and budgets, with attention to detail
- Excellent written and oral communication skills
- Good IT skills and proven experience using Microsoft Office
- Ability to work calmly under pressure, self-motivate and use own initiative
- Ability to build strong working relationships with other departments
- An excellent work ethic and positive attitude to work
- Good interpersonal skills and the ability to work well within a team
- A strong advocate for the work of Northern Ballet and specifically of the Learning Department
- Be willing to adhere to Northern Ballet's Equal Opportunities Policy

Desirable Criteria

- Experience of tracking project budgets
- Understanding and implementation of best-practice in relation to safeguarding
- Experience of creating risk assessments
- Experience of managing purchase orders, invoices, finance paperwork etc.
- Understanding of the importance of confidentiality around personal data

Hours

- 28 hours per week (four days)

Rates of Pay

£19,000 per annum, pro rata

Application Process

Please submit a copy of your CV, along with a covering letter and application questions, via our [online portal](#) by Monday 16 May at 12 noon.

Online portal: <https://hr.breathehr.com/v/project-coordinator-learning-22588>

Key Dates

- Closing date for applications: Monday 16 May at 12 noon
- Interviews will take place in Leeds or online on 25 May 2022
- Start Date: Monday 27 June