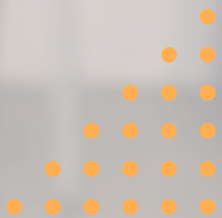




SCHOOLS & COMMUNITY COORDINATOR

JOB PACK

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





Dear Applicant,

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

Working closely with the Schools and Community Manager, you will:

- 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, Learning and Participation and wider organisation (Creative Planning).

You must be passionate about the importance of high-quality arts provision, with the ability to connect with and engage young people including those who have profound and multiple learning difficulties, artists and tutors and delivery partners.

This role requires an enhanced DBS check. We are looking for interest from people who reflect the diversity of London and the communities we serve.

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,

Bhuvan A Sharma
CEO





ABOUT THE ROLE

KEY RESPONSIBILITIES

- Work collaboratively with the Schools and Community Manager to develop projects and workshops that align with Wac Arts' Quality Code & Aims of Participation. Including but not exclusive to; School Consultations, Open Days, Digital and Performing Arts Workshops, Schools Festival Programme & Community Projects.
- 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 overall growth of the 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, partners, stakeholders, and young people.
- 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 Schools and Community Manager and freelance artists to produce the Schools Festival programme and the annual festival day for schools.
- 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, Learning and Participation and wider organisation (Creative Planning).

JOB DESCRIPTION

Job Title:

Schools and Community Coordinator

Salary:

£11,200 (£28,000 FTE)

Contract:

Twelve Months - Fixed term 0.4

Hours:

14 hours per week (excluding a one-hour lunch break).

Report to:

Schools and Community Manager

Working Days

The successful candidate will be required to work Thursdays at Wac Arts and will have the flexibility to select the other regular working day.

Location:

Wac Arts (Camden) and Homeworking plus Schools and Community settings when 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 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 and communities that face the greatest barriers to participation in the arts.





ABOUT THE ROLE

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, emotionally intelligent.
- Able to act tactfully, courteously and with empathy.
- An understanding of and commitment to equality, diversity and inclusion.
- Able to build and maintain good relationships with people and young people on all levels.
- 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 ATTRIBUTES

- Training in safeguarding of children and vulnerable adults (training can be provided).
- Emergency First Aid certificate (training can be provided).





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). These can be submitted using a WeTransfer link via the application form.

Application deadline: **Thursday 2 January 2025 at 12:00pm.**

First stage interviews will take place on Tuesday 14 January 2025.

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 "School and Community Coordinator".





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.

More information about the School and Community activities within our Arts Programme can be found here: [Schools & Communities - Wac Arts](#)





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.