

# **SANGINI**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Freelance project coordinator</b>
<b>TERMS:</b>	<b>3 days per week 40 week fixed term contract</b>
<b>FEES:</b>	<b>£8,500 maximum</b>
<b>LOCATION:</b>	<b>Pennywell Community Centre, Sunderland</b>
<b>RESPONSIBLE TO:</b>	<b>Sangini Board of Trustees</b>

### **Description**

Sangini is an arts organisation that aims to increase the quality of the lives of women of all ages, with particular focus on women from minority ethnic communities in North East England, especially in the Tyne and Wear Region through artistic, educational, cultural and recreational activities that also promote cultural diversity.

### **The Purpose**

To co-ordinate a range of community arts projects that meet the core aims of Sangini.

### **Main Duties**

- To deliver the community arts projects, within the overall objectives, in consultation with the Board of Trustees and in response to the needs of the users of Sangini's services
- To co-ordinate the monitoring and evaluation of projects, including maintaining written records of the projects
- To arrange or attend various meetings in relation to the projects
- To prepare and disseminate information about the projects/ activities at local and regional level
- To work with the financial systems in place to effectively monitor and report to funders

- To co-ordinate and support the work and responsibilities of sessional or temporary staff engaged in the delivery of projects
- To undertake any appropriate duties which may be allocated by the Board of Trustees
- To promote good practice and cultural diversity in all aspects of Sangini's work
- To provide advice and information to organisations about Sangini

#### **Additional duties**

- To prepare written reports and materials for internal and external use
- To maintain and update the database and resources
- To attend Sangini Trustee meetings, public meetings and conferences relating to core aims and the management of the organisation
- Where appropriate to be involved in arranging or delivery of training for any temporary staff employed or for the organisation

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in community arts/voluntary sector</li> <li>• Effective project management experience, with evidence of tangible results</li> <li>• Experience of working within agreed budgets</li> <li>• Experience of undertaking evaluation and measuring impact</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of awareness- raising activities and publicity and promotion</li> <li>• Experience of supervision of temporary staff</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of key issues facing community arts/voluntary sector</li> <li>• Awareness of key issues facing BME communities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the VCS infrastructure in Sunderland</li> <li>• Knowledge of any community language</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to research and collate information</li> <li>• Evaluation and report writing skills</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent presentational skills</li> </ul>
<b>Disposition and attitudes</b>	<ul style="list-style-type: none"> <li>• Ability to work on one's own initiative</li> <li>• Good time keeping and organisational skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to analyse and problem solve</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to foster good working relationships with partners and stakeholders including Trustees and funders.</li> <li>• Ability to make and maintain new contacts and networks</li> </ul>
<b>Personal circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to vary working hours around work commitments</li> <li>• Ability to travel in the region</li> </ul>	

**Sangini is an equal opportunities employer and welcomes applications from all members of society, especially from members of minority communities and people with disabilities.**

**Please note that a disclosure check is required for this post.**