



## Job Description

### Projects Co-ordinator

**Salary:** £29,000 FTE (£23,200 actual salary for 0.8 FTE)

**Hours:** 4 days per week (0.8 FTE) Working days will fall between Monday and Saturday.

**Contract term:** 6 months fixed term in line with our confirmed funding

**Reports to:** CEO

#### About People Speak Up (PSU)

People Speak Up is a social, arts, health, mental-health, and well-being community organisation. We connect people, help them find their voice, and nurture healthier and more resilient communities through storytelling, spoken word, creative writing, meaningful conversation, participatory arts, volunteering and training.

Our services are free to access and open to all. We offer a wide range of activities to support mental health and reduce loneliness and isolation. These take place at our Arts, Health and Wellbeing Hub and Community Garden in Llanelli, at the Living Well Centre in Carmarthen, in people's homes, care homes, community spaces and online.

We are funded by the Arts Council of Wales, trusts and foundations and through commissions by health boards and local authorities.

Read about PSU and our current projects [www.peoplespeakup.co.uk](http://www.peoplespeakup.co.uk)

#### Role Purpose

To plan, co-ordinate and support the effective delivery, administration and evaluation of People Speak Up (PSU) projects and core activities, ensuring high-quality creative programmes and smooth team operations.

You will be one of a team of seven staff working with a large network of freelance artists and volunteers. Together you will create and deliver arts, health and wellbeing workshops and events at our Arts, Health and Wellbeing Hub in Llanelli, Carmarthenshire Living Well Centre, in community spaces and people's homes across Southwest Wales.

You will be working with people of all ages, backgrounds and abilities including young people and vulnerable adults. Appointment is subject to an enhanced DBS check. Safeguarding training will be carried out as part of the induction.

We are striving to become a bilingual company and support the Welsh Government's target of a million Welsh speakers by 2050. Basic Welsh language skills are desirable. Fluency in Welsh and the ability to deliver workshops bilingually would be highly advantageous.

## **Responsibilities**

### **Project Delivery & Co-ordination**

- Co-ordinate the planning, implementation and evaluation of PSU projects.
- Support and co-ordinate the delivery team of staff and freelancers.
- Lead day-to-day communications with the CEO.
- Creative facilitation and co-facilitation of events, conversations and workshops.
- Source and organise materials and resources required for project delivery e.g. books, props, materials.
- Carry out research, planning and administration for the facilitation of projects.
- Coordinate the booking of freelance artists and maintain accurate booking records.

### **Operations**

- Plan, organise and lead team meetings.
- Co-ordinate training for staff and freelancers.
- Maintain and update staffing, holiday and activity calendars.
- Manage staff holiday requests and scheduling.
- Support the Volunteer Co-ordinator and other Project Co-ordinator with day-to-day operations.

### **Representation**

- Represent PSU at Board meetings, partnership meetings and networks.
- Act as PSU Carers lead, liaising with Carers Support service and partners.
- Act as a key point of contact for Social Prescribers and new participants.

### **Funding, Monitoring & Reporting**

- Lead, support and contribute to funding applications and reporting.
- Lead on data collection, monitoring and evaluation across projects.
- Ensure projects are delivered on time, within budget and to a high standard.

### **General Responsibilities**

- Uphold PSU's values, safeguarding responsibilities and inclusive practice.
- Ensure the buildings and activity areas are presented as accessible and welcoming spaces.
- Undertake other duties appropriate to the role and level of responsibility.

## **About You**

You are passionate about arts, health and working with the local community and committed to supporting people of all ages and backgrounds.

You bring experience in community project design and delivery and strong organisational skills.

You work independently and collaboratively, communicate confidently, and create welcoming, inclusive spaces for participants and colleagues.

You have an open and friendly demeanour, can read the room and respond to people in an appropriate way.

You are supportive, encouraging and enjoy working as part of a collaborative team.

You hold a full driving licence and have access to your own vehicle.

### **Person Specification**

- Experienced facilitator in arts, community or wellbeing sector.
- Experienced in coordinating community arts or wellbeing sector projects.
- Strong organisational and administrative skills, including IT data base and software systems.
- To hold a degree or equivalent in an arts or community wellbeing subject.
- Confident communicator both written and verbal with Welsh language fluency desirable.
- Ability to manage multiple priorities.
- Experience of writing fundraising applications and / or evaluation reports desirable.
- To be dynamic, energetic and sensitive in both community and professional public body settings.
- To be flexible and to be able to manage your own wellbeing through the support of the organisation and personal resilience.

### **To apply**

People Speak Up actively encourage applications from people of all backgrounds particularly those underrepresented in the arts and health sectors.

Please send your CV and covering letter explaining how you meet the specifications of the role to Eleanor Shaw [eshaw@peoplespeakup.co.uk](mailto:eshaw@peoplespeakup.co.uk)

You may also as an addition send a video no more than 5 minutes long to support your application. Please send a dropbox or Wetransfer link instead of emailing a large video file.

Applications can be submitted in English or Welsh.

We understand the use of AI can be helpful when writing applications, but we want to hear your voice, see your writing style and get to know you through your covering letter. AI tools can't fully capture your voice or the subtle details of your experience, which can make your application sound generic or robotic. If you wish to use AI, please use this to review your application, not create it entirely.

Deadline for applications: 15<sup>th</sup> April 6pm

Interviews: 24<sup>th</sup> April 9-5 (please can you be available all day and you will be allocated an hour – 2 hour slot) Interviews will be held at our Llanelli Arts Health and wellbeing hub.

People Speak Up wants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of applicants to help us to encourage equality and diversity in our recruitment process.

We ask you to help us to do this by completing this anonymous equality and diversity monitoring form. Completing the form is voluntary and the information provided will be kept confidential and only be used for monitoring purposes.

<https://forms.gle/a4ZNhPhkrvbadR6e7>