

Junction Arts Project Coordinator Job Description & Person Specification



Job Profile: We are looking for a well-organised and proactive individual looking to make a difference in their community. You will have strong administrative skills and have some experience of supporting the planning, delivery and facilitation of creative projects and festivals. The main duties of this role will be to support the day-to-day delivery and administration of our creative programme.

Company: Junction Arts.

Job Title: Project Coordinator (Full Time 37.5 hours pw).

Location: You will be based at our Chesterfield office, but will regularly work across Chesterfield, Bolsover district and North East Derbyshire. We do offer the option for hybrid working with up to 2 days a week working from home. (pro rata).

Salary: Starting salary of £24,600 per annum.

Responsible to: Junction Arts Project Manager, working closely with the wider delivery team. Ultimate responsibility lies with the Managing Director.

Pension: Junction Arts follows statutory requirements regarding pension provision.

Holiday entitlement: 25 days per annum plus bank holidays.

Please note: Junction Arts is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

As part of our Safer Recruitment process, this role will be subject to an enhanced DBS check, verification of identity and employment history, and the receipt of two satisfactory references with a specific focus on safeguarding. The postholder will also be required to complete regular safeguarding training to maintain up-to-date knowledge and compliance with best practice.

Due to the rural nature of the area and lack of public transport we require the post-holder to have a clean UK driving license and access to transport with the ability to travel across the district.



HOW TO APPLY: Please complete the accompanying Project Coordinator Application form and send to info@junctionarts.org by the date of closing. Successful applications shortlisted for interview will be notified by Wednesday 3rd December 2025.

Closing Deadline: Monday 1st December 2025 at 10am.

Interview Date: Tuesday 9th December 2025, time TBC.

Principle Tasks and Key Responsibilities:

Project Planning and Coordination

- In line with the Junction Arts Business Plan, assist in the planning, scheduling, and coordination of our projects and events, ensuring timelines, budgets, and project requirements are met.
- The role will support the delivery of our creative programme. Specific activity will be delivered in collaboration with the role's line manager and Managing Director of Junction Arts.
- Be the main point of contact at our regular groups, supporting creative delivery, monitoring and evaluation.
- Where needed facilitate creative sessions with participants across our projects.
- Assist the Marketing Manager with collecting and uploading content for socials.

Stakeholder Engagement:

- Build and maintain relationships with artists, community partners, volunteers, and participants, ensuring their engagement throughout the lifespan of the project.

Event Support

- Support the planning and development of our events and projects, including booking artists, coordinating suppliers and assisting our Marketing Manager with content for socials.
- Provide on-the-ground support during events and workshops.
- Help with setup, coordination, and troubleshooting to ensure a smooth experience for all involved.

Administration

- Input into project documentation, tracking budgets, invoices, contracts, and schedules, and ensuring all necessary resources are organised for each project.
- Assist with Risk Assessments and Event Plans.
- Coordinate and minute partnership meetings where needed.



Evaluation and Reporting

- Collect feedback from project participants and feed into summary reports to assess the impact and success of projects.

General

- Attend events, projects and meetings on behalf of Junction Arts where appropriate.
- Work alongside the team to contribute to the development of Junction Arts as a whole.
- Undertake appropriate training as agreed.
- Actively participate in monitoring, evaluation and appraisal.
- Ensure Junction Arts' policies and best practice are adhered to, including safeguarding, health and safety, equal opportunities and artistic and social policies.
- Deputise for and support Project Managers and team members, as required.
- Undertaking such other duties and responsibilities of an equivalent nature as from time to time may be required, in consultation with your line manager.
- Work and attend evening and weekend events and meetings as related to the duties of the post, in agreement with your line manager.
- Travel to and attend meetings/conferences, which may occasionally involve an overnight stay, in agreement with the Managing Director.
- This post requires an enhanced Disclosure and Barring Service Check, and we would prefer a full UK driving license.

Person Specification

Job Title: Project Coordinator



	Essential	Desirable
Qualifications	Experience of coordinating projects and events	
Knowledge & Understanding	A good understanding and knowledge of working in community settings	Knowledge of the context of the region
	An understanding of and commitment to diversity and inclusion	Good understanding of the challenges facing our communities and insight into how these might be overcome
	Ability to develop and sustain a range of partnerships and networks	Awareness of the need to balance and manage the priorities of a wide range of stakeholders and partners
	Knowledge and understanding of what high quality community arts looks like in practice and how to achieve it	
	Knowledge and understanding of the importance of safeguarding.	
Experience	At least 2 years' experience of project coordination	A good and up to date knowledge of safeguarding practice
	Arts project coordination, programming and planning including budgeting	Experience of arts delivery in areas of low arts engagement
	Experience of direct delivery and co-producing projects with communities	Working collaboratively and in partnership with non-arts organisations
	Experience of monitoring and evaluating programmes of work to demonstrate impact	Experience of representing a professional profile on social channels, including creating content.
Personal Attributes & Skills	Self-motivated and able to work effectively under pressure	Hold a valid full UK driving licence
	A positive attitude – to uplift, nurture and champion others	A passion for the arts and creative practice
	Excellent administrative skills and great attention to detail	
	Excellent IT skills, particularly word and Excel	
	Openness to learn from other and share knowledge and skills	
	The ability to work with minimal supervision, plan workloads, organise and prioritise varied projects and activities	



	A strong team player, with the ability to work with a wide range of people	
	Excellent communication skills	
	Ability to work flexible hours as required to serve the needs of our communities	
	An understanding of and commitment to diversity and inclusion	