



## Programme Coordinator // MATT+FIONA

### Job details

**Job title: Programme Coordinator**

**Location:** MATT+FIONA, Studio 37, Make Space Studios, 13 Newnham Terrace, London SE1 7DR. Also, various off-site locations plus the potential for some working from home

### About the organisation:

MATT+FIONA is a social enterprise that empowers children and young people to shape their world. We do this through an innovative strategy of action and engagement: BUILD, LEARN and CONNECT.

Build projects enable young people to set the brief, design and build their own spaces and places in truly life-transforming experiences. Builds support cultural organisations to bring a more diverse range of collaborators into their programming.

Learn builds capacity through resources and training for schools, colleges and universities, and in the longer term creates meaningful pathways for young people's future careers.

Connect brings the organisation's expertise to support local authorities, developers and place makers to ensure communities and particularly young people are meaningfully involved in the shaping of their neighbourhoods through constructive engagement.

### Job purpose:

This new role of Programme Coordinator will support the MATT+FIONA team to deliver its wide-ranging portfolio of exciting projects. The role will support in the development and sustainable running and growth of the organisation, with both internal organisation and outward facing project support work.

### Working relationships:

**Reporting to:** Directors, Matt Springett and Fiona MacDonald

**Other key relationships:** The Programme Coordinator will work closely with the MATT+FIONA Programme Manager, Assistant Programme Manager, freelancers, key partners, sponsors and clients, including young people and children.

### Main responsibilities

#### Programme Delivery Support

- To deliver administrative support for the BUILD LEARN and CONNECT programmes, working closely with the team to ensure their smooth delivery
- To support programme research and development

- To build and manage positive relationships between participating schools, youth groups, community groups and the team from initial partnering through to delivery, documentation, and evaluation of collaborative projects
- To support the creation of text and illustrated documents for programme delivery (for example workshop activity sheets, presentations, print materials), displays and website production
- Where possible, to attend and support BUILD, LEARN, CONNECT workshops, document processes and collect direct feedback from participants against an agreed framework
- To oversee volunteer recruitment and coordination
- To adhere to safeguarding and best practice in working with children, young people and schools as described in MATT+FIONA's respective policies

### **Administrative Support**

- To support funding initiatives, bids and proposals, working closely with the directors
- To work closely with the team to update the programme and contacts databases, and ensure accurate records are kept of programme activity, including monitoring progress against targets relating to participation in workshops and key events.
- To support on programme evaluation and reporting to funders
- To support financial recordkeeping by working closely with the directors to generate and process invoices
- To support freelance consultants to integrate their work into the organisation
- Any other reasonable administrative duties as required by the directors

### **Communication and Marketing Support**

- To work with the team to maintain up-to-date information on the website, through the Content Management System
- To support the team to maintain regular newsletter communication
- To support the team with social media updates
- To support with responding to telephone and email queries about the BUILD LEARN and CONNECT programmes as required

### **Skills, knowledge and experience**

#### **Essential**

- 1+ years' experience working in cultural learning, museums, arts, culture, architecture, and/or administration.
- Demonstrable administrative skills, including ability to proactively plan and prioritise workload to deliver outputs to agreed standards, deadlines and budgets.
- Ability to communicate effectively and confidently, both in writing and verbally, with professional and learning audiences, including clients, teachers, children and young people.
- Experience of organising small to large scale workshops and public-facing events and supporting their delivery.
- The ability to build relationships with participants, project partners and colleagues.
- A keen eye for detail focussed on delivering excellent service to participants, clients and funders.
- Strong technical administrative skills with excellent knowledge of Microsoft Office and a willingness to learn new systems such as website Content Management Systems and Adobe Creative Suite (if not already known).

- An undergraduate degree or equivalent experience in education, humanities, the arts, architecture or any other relevant discipline

### **Desirable**

- General knowledge of National Curriculum and experience working with schools or young people
- Good knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Good knowledge of film editing software such as Adobe Premiere Pro or Final Cut
- Knowledge and experience of using databases including Microsoft Excel and Access and other CRM packages.

### **Terms + conditions**

**Salary:** £24,000 - £25,000 per annum based on experience and full time contract (ideally the role will be full time but we are open to considering 4 day a week requests)

**Holidays:** 23 days per annum plus public holidays

**Pension:** MATT+FIONA provides a NEST pension with employer contributions, and the employee's right to opt out.

**Hours:** Full time, 9.00am – 6.00pm (including 1-hour lunch break). Occasionally the role will require work outside of these hours, for example evening and weekend working, and the hours may shift accordingly. Some home working can be accommodated, in agreement with the directors. Employees are required to be in school or on site at pre-agreed times, as directed by programme timelines. We always try to give as much notice of these dates, times and locations as possible.

**Contract:** Fixed Term 6 months Employed PAYE (with the potential for extension)

**Closing date:** Midnight Monday 3<sup>rd</sup> October 2022

**Interviews:** Interviews for this role will take place at the studio on 10<sup>th</sup> October 2022.

**Start date:** As soon as possible, but we recognise some applicants may have notice periods.

### **Application process**

If interested, please email [info@mattandfiona.org](mailto:info@mattandfiona.org) with a CV and a cover letter explaining why you are interested in the role and what makes you suitable. Please also supply 2 referees, with one ideally related to work with young people. Shortlisted applicants will be invited to interview and there will be a short interview exercise.

### **Diversity and Inclusion**

Diversity and inclusion are at the heart of MATT+FIONA. We pro-actively seek to share our employment and volunteer opportunities with institutional partners, individuals and networks who share this commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified

and eligible regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Additional general background information is available about the initiative and what we do on our website: **[www.mattandfiona.org](http://www.mattandfiona.org)**

Written by: Fiona MacDonald and Matthew Springett  
Date drafted: September 2022