Studio & Programme Coordinator // MATT+FIONA

Job details

Job title: Studio & Programme Coordinator
Location: MATT+FIONA, Studio 37, Make Space Studios, 13 Newnham Terrace, London SE1 7DR. Also, various off-site locations

About the organisation:

MATT+FIONA believe that every young person should be able to see themselves reflected in the world; this starts by giving them the opportunity to shape it themselves. We believe that a better, fairer built environment begins by genuinely listening to young people and giving them the skills, tools and confidence to design the places where they live, learn and play.

Through live projects and workshops, we enable young people to imagine, design, even build real spaces. In doing so, they gain far more than technical skills: they develop creativity, resilience, self-worth and a lifelong curiosity about the world around them. They learn that their ideas matter, and that they have the power to make positive change.

The built environment is complex and, too often, excludes young people. At the same time, creative learning opportunities in schools are in sharp decline and many youth spaces have disappeared. By giving young people real agency in shaping local places, we address both these gaps: Communities gain more inclusive, representative spaces, and young people gain skills, confidence and a lasting sense that their ideas can make a difference.

Our vision is for a world where every young person is valued - by themselves and by others - and where shared spaces genuinely represent and include everyone. When young people can make tangible contributions to their environment (in school, neighbourhoods and public spaces), they develop a life-long care for the built world and begin to imagine different futures for themselves. We believe this should be part of every child's education: learning how places are shaped, and how they can have a say in shaping them.

Additional general background information about MATT+FIONA and what we do is available on our website: **www.mattandfiona.org**

Job purpose:

MATT+FIONA is a purpose-driven, mission-led organisation. We create opportunities to rethink and remake the built environment, giving agency to young people and marginalised communities who do not otherwise have a say in the places where they live, work, and play. This is hard work requiring empathy, patience, and perseverance—but to the right candidate can also be hugely motivating and rewarding.

Our small team is agile, ambitious, supportive, and collaborative. The role of **Studio & Programme Coordinator** is central to this and to supporting the MATT+FIONA team to achieve

its mission through a wide range of innovative projects. The role will support the everyday operations and ongoing growth and development of the organisation, through both internal organisation and external project work.

We are looking for a committed, driven, and mission-focussed candidate who can demonstrate values that align with our own.

Working relationships:

Reporting to: Directors
Other key relationships: The Studio & Programme Coordinator will work closely with the MATT+FIONA Directors, Associate, wider team, freelancers, key partners, sponsors and clients, including young people and children.

Main responsibilities

Programme and Project Delivery Support

- To support the delivery of programmes and projects through design, coordination and administrative work
- To support programme and project 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 documentation for programme delivery (for example workshop activity sheets, presentations, print materials, displays and website production)
- Where possible, to attend and support the delivery of workshops, document processes and collect direct feedback from participants against an agreed framework
- To oversee volunteer recruitment, support and coordination
- To support the Directors to ensure best practice in safeguarding and working with children, young people and schools is observed by the organisation, partners and volunteers at all times
- To be responsible for preparing and packing materials for workshops including physically taking them to workshop locations and / or organising their delivery.

Administrative & Studio Support

- To support with the production of documents and material for 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 if required
- To support freelance consultants to integrate their work into the organisation
- To lead the maintenance of a tidy and organised studio and separate storage facility; looking after our office and build equipment; overseeing all communications with our landlord and storage facilities
- To maintain our telephone and internet services with the support of our IT consultant
- Other administrative duties as reasonably 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 MATT+FIONA programmes as required
- To support new business development through attendance at some new client meetings and representing the organisation at certain networking events

Skills, knowledge and experience

Essential

- 2+ years' experience working in architecture, arts, culture or design education
- Operation and administration experience with excellent knowledge of the Microsoft Office and a range of project management tools
- Strong visual presentation skills with full knowledge of Adobe Creative Suite
- Strong design skills with excellent knowledge of CAD Drawing and 3D Software (ideally candidates will have skills in Vectorworks or Autocad and Rhino)
- Some experience working with young people and / or schools or in a school or other formal learning setting
- Ability to work well both independently and collaboratively
- Degree in architecture, the arts or relevant discipline preferred, but alternative, relevant, or equivalent experience will be considered.
- 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.
- A keen eye for detail focussed on delivering excellent service to participants, clients and funders.

Desirable

- RIBA Part 1 or Part 2 Architecture qualification
- Some professional experience working in cultural learning, museums, arts, culture, architecture, and/or administration.
- General knowledge of National Curriculum
- Good knowledge of film editing software such as Adobe Premiere Pro or Final Cut

Terms + conditions

Salary: £32,150 gross per annum based on experience and full-time contract

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: This full-time role will be studio-based, plus peripatetic delivery. Our typical working hours are 9.00am – 6.00pm (including 1-hour lunch break and excluding travel), but the role will require work outside of these hours, for example some early starts in schools, and some evening and weekend working, and the hours may change accordingly. 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 renewal)

Closing date: Midnight Sunday 6th December 2026

Interviews: Interviews for this role will take place at the studio week beginning 14th December 2026.

Start date: Start of February 2027 if possible

Application process

If interested and you believe you can demonstrate all the "essential" skills, knowledge and experience as set out above please email info@mattandfiona.org with a CV, cover letter explaining why you are interested in the role and what makes you suitable, and a short digital portfolio of no more than 5MB. 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**

Written by: Fiona MacDonald and Matthew Springett
Date drafted: November 2026