



**CHATS
PALACE**

JOB DESCRIPTION

Position: Project Co-ordinator – The Palace Club

Accountable to: Director

TimeLine: October – December 2018

BACKGROUND

Chats Palace is an inclusive, inter-generational arts centre in Hackney with a key role working with London Borough of Hackney and arts/non-arts partners to catalyse creative potential across east London. By championing local creativity, dialogue and debate we aim to make a meaningful contribution to the health, well-being and cohesion of our community through the breadth of our activities and depth of engagement these engender.

Our key focus areas are with those amongst our local community who are marginalised, excluded or without a voice; we deliver projects that combine artistic and social interaction to engender positive, life-long change. With Hackney Turtle Song (Spring 17), a recent highlight, we demonstrated a new model for tackling social isolation and supporting well-being among Hackney's older residents. We created a new framework wherein elders living with dementia and their families engaged socially through music and song; the project forged cross-generational and cultural friendships and gave participants the opportunity to have a positive outlook through an enjoyable and shared activity. Our programme builds on this strong foundation with an artist-led creative plan that attracts new audiences, encourages participation and stimulates creative and professional development.

At a time of shifting demographic and rapid social and economic change, a creative hub that operates as a robust social enterprise is more relevant than ever. Chats Palace is a highly-visible, essential resource for the local population, providing creative and education opportunities to tackle inequalities and offering a welcoming space for community encounter and dialogue.

Chats Palace is a registered charity and all staff members are expected to adhere to the policies of the company: to ensure all staff, volunteers and visitors are treated equally, with respect and with their safety of paramount concern.

PROJECT OUTLINE: The Palace Club

Chats Palace is an arts centre with a civic role, empowering local people. We view the arts, with their inherent ability to provoke, catalyse and enable the way that people engage with the world around them, as the way we can make a positive contribution to the life of our borough. The Palace Club is one element of a programme that works at a multiplicity of levels to reach out and enable processes for Hackney residents to play an active part in their community.

Running for 9-weeks, the Palace Club will deliver a project framework of weekly music and singing sessions for 45 older residents (65+ years) in Kings Park and Hackney Wick wards. Sessions will take place on Tuesday mornings for 2 hrs (10.30 – 12.30), providing a stimulating and enjoyable challenge designed to tackle social isolation and improve the well-being of this vulnerable group. At the end of each weekly session the participants will share a communal lunch and enjoy entertainment provided by project partners Hackney Voices (community choir). Underpinning the project will be a volunteer programme aimed at local young people (19-25 years), providing an opportunity for cross-generational interaction, support and learning.

MAIN PURPOSE OF THE JOB

The post holder will be the main administrative point of contact for The Palace Club liaising with lead practitioners and acting as a communication conduit between the project team and the project partners - Chats Palace and Hackney Voices. The Project Co-ordinator will be responsible for the successful administration of the project including but not limited to:

- Management of project diary and schedule including scheduling production meetings
- Creation and delivery of marketing and promotional campaign including reaching potential participants
- Creation and delivery of a linked youth volunteer programme
- Act as Host for the Palace Club weekly meetings - supporting the project team in
 - delivery of weekly workshop sessions
 - programming of weekly entertainment programme including recruiting artists
 - serving a homecooked lunch meal to all participants, including working with project nutritionist and menu planning.
- Working with the project's transport co-ordinator on transportation of participants including planning routes, hiring vehicles, accompanying on weekly collection and drop-off journeys
- Sharing feedback on any issues from the leaders etc. to Chats Palace Director

JOB RESPONSIBILITIES

Strategy and Operations

- Provide project management delivery for *The Palace Club* supporting the lead practitioners and community participants.
- Work with the Director and the project team to ensure that the broader aims of the project are delivered and that they complement the other cultural activities and opportunities at Chats Palace.
- Work with the Director, Building & Technical Manager and the FOH team to deliver the project operationally - maintaining and developing the highest standards of production delivery and performance.
- Work with the Building & Technical Manager to ensure the public security, safety and specific Health & Safety event planning and standards are upheld at all stages within the planning and delivery of the project
- Write up a risk assessment for the project.
- Facilitate and contribute to project production meetings and related networking activities and longer term strategic planning.
- Liaise during the week and on the day with the group/individuals coming to the project in case of delays or other issues. Always have the contact sheet to hand in case of an issue and continually update the contact sheet with any mobile numbers etc. gathered across the course of the project.
- Use the project as an opportunity to embed the aims and objectives of Chats Palace in the long term life of Homerton to develop the project's ambitions and legacy.
- Wherever practical ensure the community participants are consulted and feel involved in the design, planning and delivery of the project.
- Lead on the recruitment and management of all project volunteers.

Workshop sessions

At each weekly workshop session:

- Act as host for The Palace Club, welcoming everyone into Chats Palace
- Have an over-view on running of the club, managing times and ensuring that everything is on schedule
- Manage volunteers in:
 - Making and distribute hot drinks and biscuits
 - Taking attendance and distributing name labels
 - Serving lunch to community participants

Financial

- Work within budget targets set out with Director for the project.
- Ensure requirements are met for all data collection relevant to any relevant funding agreements.

Communication and Marketing

- Work with the Director on devising and delivering a promotional strategy for the project including but not restricted to a print, social media and press campaigns
- Work with the Director in the content generation of all project-specific marketing materials, for social media, website, press and PR and all related media communications
- Gather programme text from leaders in time for printing of invitations and programmes
- Compile a list of other local projects to signpost for participants
- Be an ambassador locally to ensure the project becomes embedded in the cultural life of Hackney.

Diversity

- Oversee the development and delivery of audience, participants and artist engagement that represents the diversity of Hackney.

Quantitative and qualitative evaluation

- Provide the management of evaluation reports as required, including project reports to coincide with board meetings
- Develop best practice for project evaluation and ensure that the impact of the project is measured. This includes the implementation of robust and creative qualitative evaluation processes.
- Ensure that accurate quantitative statistics for all its work outdoors and liaise with external evaluation partners so the successful impact of the project can be reported to funders and key stakeholders.

General

- Ensure that Chats Palace' ethos and mission statement are observed in every area of the project team's work.
- Attend all project rehearsals and sessions - including public performances
- Undertake any other duties as agreed with the Director as is appropriate to the post.

PERSON SPECIFICATION

- Educated to a degree level in a relevant art/administrative subject (position is suitable for recent graduates)
- At least 1 year of experience in arts administration/marketing/venue management
- Knowledge of effective management and development of stakeholder relationships, and an understanding of the needs of successful partnership working.
- Excellent oral and written communication skills
- Ability to handle multiply projects and respond to enquiries quickly and in a professional manner
- A strong understanding of culturally diverse communities
- Ability to prioritise and work to strict deadlines
- A high standard of organisation and efficiency
- IT skills including Word and Excel and ability to read budgets
- A genuine interest and enthusiasm for theatre and for the work of Chats Palace
- A friendly personality possessing excellent customer service skills
- Flexibility to work evenings and weekends when required

TERMS AND CONDITIONS

- This is a fixed term contract running from 01 October – 14 December 2018 (11 weeks)
- The Project Fee will be £1800.00 (one thousand eight hundred pounds)
- Reasonable expenses incurred by the post-holder in delivery of the project will be reimbursed subject to prior agreement with the Director
- Normal working hours: 16hrs per week including the specific days/sessions in the project schedule (see below)
- Annual leave and Sick pay are not payable on this fixed-term contract
- Notice period: N/A

Project Schedule

Workshop sessions: weekly every Tuesday 09.30 – 13.30 (lunch provided)

First session: Tuesday 16 October 2018

Final session: Tuesday 11 December 2018

13 September 2018