



CULTURE COORDINATOR

Job Description

Title Culture Coordinator

Location Latin American House (London NW6) and external venues when required

Reports to Director

Hours per Week 12 hours over a minimum of two days per week

Contract Fixed term, from October 2019 to September 2020

Salary £27,300 per annum pro rata (£9,360)

Pension Government Workplace NEST Pension Scheme

Responsible for A small team of volunteers

Job Purpose

Latin American House (LAH), founded in 1983, aims to support Latin American people living or working in the UK, particularly those at risk or disadvantaged in Greater London, as well as other communities in our local area. LAH is a registered charity.

The organisation's objectives include to promote and support the organisation of the Latin American community by providing a base for the activities of groups, professionals, artists and the like, and to disseminate, stimulate and promote education, knowledge and understanding of Latin America. We aim to become a focal point for Latin American culture in the UK.

In this new role you will help us in achieving the above by organising, delivering and consolidating a sustainable programme of Latin American cultures. This is an exciting time to join us and contribute to the provision of artistic and cultural activities. This will be a pivotal role at LAH and we are looking for someone collaborative, enthusiastic, knowledgeable, proactive, reliable and versatile, who is able to coordinate, evaluate and plan the implementation of a range of activities related to Latin America. This role requires experience of strategic planning, project coordination, and volunteer management. The post holder must be able to liaise with a wide range of stakeholders and represent LAH at public events.

Responsibilities

- Leading the implementation of LAH's cultural programme, including artistic activities, educational and recreational classes, events, exhibitions, performances, screenings and workshops, etc.
- Assessing the demand for cultural activities among our current and potential service users, and developing an attractive, diverse, engaging, high quality cultural programme.
- Inspiring people of all ages and backgrounds to discover, enjoy and learn more about Latin American cultures.
- Collaborating across LAH to improve our income-generating potential, developing the department and organisation over the medium and long terms.
- Organising activities and events, assisting and supporting attendants.
- Liaising and seeking collaborations and relationships with a wide range of people, organisations and institutions involved in arts and cultures, particularly within the Latin American community.
- Helping to recruit, coordinate and support a small team of volunteers to support LAH's cultural programme.
- Implementing a marketing and communication strategy for LAH's cultural programme, especially through social media networks and other media, print and online.
- Delivering some activities (depending on the candidate's skills and area of expertise).
- Maintaining accurate digital and paper case project records, monitoring and evaluating LAH's artistic and cultural programme, including its impact, and reporting to funders and other interested parties.
- Working with colleagues to develop LAH's commitment to best practice in working with beneficiaries at risk, community development, diversity and human rights.
- Adherence to relevant LAH's policies and procedures.
- Reporting regularly to the Director.
- Improving your competence, knowledge and skills by attending training, events and development opportunities in agreement with your manager.
- Sharing relevant information internally within the team.
- The post is partly funded by an organisation supporting Brent residents. Although we work across London, part of the role will include ensure that Brent residents benefit from LAH's cultural activities during this period.
- Other duties commensurate with the role.

Person Specification

Attributes	Essential Criteria	Desirable criteria	Assessment
Skills	<ul style="list-style-type: none"> • Fluent in English and Spanish. • Capacity to think strategically and creatively. • Ability to work effectively under minimum supervision. • Excellent organisational and time management skills. • Working knowledge of monitoring and evaluation. • Excellent written and verbal communication skills. • Excellent interpersonal skills. • Ability to work in multicultural environments. 	<ul style="list-style-type: none"> • Fluent in Portuguese too. • Ability to create institutional partnerships. 	Application/ Interview
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of Latin American cultures. • Familiarity with the Latin American artistic and cultural sectors in London. • Understanding of funded projects, arts grants and reporting to funders. 	<ul style="list-style-type: none"> • Understanding of the Latin American cultural and artistic scene in the UK. • Relevant contacts within the Latin American cultural and artistic sectors. 	Application/ Interview
Competencies	<ul style="list-style-type: none"> • Results focused, able to deliver great outcomes, planning effectively and meeting targets. • Effective communication: communicates clearly, listen to others and adapts communication to suit audience. • Teamwork: Actively collaborates and builds positive relationships across the organisation. • Leadership: Leads by example, embraces change and innovation, learning and development. 		Interview
Experience	<ul style="list-style-type: none"> • Two years' experience in project coordination, preferably in arts and/or 	<ul style="list-style-type: none"> • Experience of organising public events. 	Application/ Interview

	<p>cultural organisations/projects.</p> <ul style="list-style-type: none"> • Experience of designing and delivering cultural and/or artistic activities (e.g. workshops). • Proven experience of managing volunteers. • Experience of maintaining websites and/or social media networks. 	<ul style="list-style-type: none"> • Track record of success in a similar role, ideally with a combination of not-for-profit and commercial expertise 	
Qualification	<ul style="list-style-type: none"> • Educated to degree level or equivalent. 	<ul style="list-style-type: none"> • Master's in relevant subject or equivalent experience. • A relevant technical or professional qualification in project management. 	Application

Other requirements:

You must be available some evenings and/or weekends, for which TOIL may be taken.

You must be legally entitled to work in the UK.

This position is subject to an enhanced DBS (Disclosure Barring Service) check.

Please apply by completing and submitting an application form. CVs will not be accepted.

Closing date for applications: Wednesday 25th September 2019

Interview date: Wednesday 2nd October 2019

Some of the benefits you will receive include 33 days leave (incl. bank holidays), pro-rata for part-time employees, matched pension contributions up to 5% of salary and a supportive and welcoming environment to work in.

Latin American House is an equal opportunities employer. We value and seek to promote diversity. We do not discriminate against race, religion, colour, national origin, gender, sexual orientation, age, marital status, disability status or any other dimension of diversity.

We request no contact from agencies or media sales.