

Projects Coordinator (Heritage)

Job Title	Projects Coordinator (Heritage)
Contract	Part-Time (14 hours per week) Fixed term 12-month contract with intention to extend subject to suitable funding
Location	Role based at Barnsley Office. Hybrid.
Salary	£21,840 pro rata (£8,736)
Place in Organisation	Reports directly to the Chief Operating Officer
Works closely with	Chief Operating Officer, Archivist, Digital Marketing, Communications & PR Manager, Project Officer (Events & Community), Projects Officer (Education & Outreach), Marketing & Communications Officer, Events & Communications Assistant, Digital Producer.
Equal Opportunities	<p>Brass Bands England is committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the brass band sector, and the arts and culture sector as a whole.</p> <p>Our Senior Management Team is 80% Female/Disabled. We operate a blind recruitment process and are particularly keen to encourage applications from underrepresented groups, including those from Global Majority, low socio-economic backgrounds, candidates who are D/disabled or have other protected characteristics.</p> <p>If you are disabled and meet all the essential criteria we will guarantee you an interview.</p>

How to apply

Applications can be submitted via [this form](#). As part of this form, you must provide a cover letter (up to 500 words) detailing your suitability for the role and upload a CV. Candidates will be shortlisted on the basis of the person specification. Please ensure that your suitability in reference to this criteria is addressed in your application.

If you require any further information about the role please contact jobs@bbe.org.uk in the first instance.

Tasks and responsibilities

To support the administration and evaluation of outreach work relating to The Brass Band Archive
<ul style="list-style-type: none"> • Support the Brass Band Archivist in creating resources, blogs and articles promoting the stories and content of the Brass Band Archive • Support the development and delivery of a series of in-person and digital exhibitions of the Brass Band Archive • Work with the Brass Band Archivist and Digital Producer to deliver a podcast series sharing stories from the archive • Work with BBE's Outreach Delivery Partner to develop outreach workshops for children and young people • Collect and monitor feedback to assist in evaluation of audience and impact • Work closely with the Chief Operating Officer to develop future outreach work relating to the Brass Band Archive
To provide project and administration support to partner organisations
<ul style="list-style-type: none"> • Work directly with project partners to support the administration and delivery of partner events and initiatives • Work closely with the Fundraising Manager to support BBE members utilising the Fundraising and Project Management services relating to heritage projects • Support on development of Service Delivery contracts with heritage project partners • Support the Projects Officer (Events and Community) and Projects Coordinator (Education and Outreach) on project delivery where required
General Duties
<ul style="list-style-type: none"> • Work closely with the marketing team on the delivery of BBE's marketing strategy in relation to heritage projects • Any other duties pertinent to the role

Person Specification

Relevant Experience	Essential	Desirable
Experience in event or project management in an arts and culture or heritage setting	●	
Experience of contributing to reporting to funders or key stakeholders against projected outcomes or key performance indicators		●
Experience of arts, community or heritage project delivery	●	
Experience working in partnerships	●	

Marketing experience		●
Knowledge	Essential	Desirable
Understanding of the arts and heritage funding system		●
Interest and enthusiasm for the brass band or community music sector		●
Knowledge of the software systems used by BBE (Civi CRM, Airtable, Microsoft Office Suite, Google Suite, Zoom)		●
Skills	Essential	Desirable
Excellent attention to detail	●	
An ability to plan, prioritise and work to tight deadlines	●	
An ability to work as part of a team and act professionally and respectfully	●	
Efficient and courteous written and verbal communication skills	●	
Sufficient IT literacy to use customer relationship management software and project management software	●	
Role Requirements	Essential	Desirable
Willingness to travel across the UK to support in delivering key events on occasion	●	
Able to undertake evening and weekend work on occasion	●	
Commitment to inclusion, diversity, equity and access	●	