

Programme Coordinator 2018

Title: Programme Coordinator

Closing Date: 5pm, Thursday 18 October

Salary: £17,000 pro rata

Term: 12-month fixed term contract

Full-time/Part-time: Part-time, 21 hours per week

Location: Craft Scotland, 15 Coburg Street, Edinburgh EH6 6ET

Responsible to: Project Manager

Introduction:

Craft Scotland has an exciting opportunity for an organised and motivated Programme Coordinator to join our passionate team. Based in the creative hub of Leith, Edinburgh, this new role will support Craft Scotland deliver its new learning and development programme for makers, Compass. You can read more information about [Compass](#) on the Craft Journal. Compass is generously supported by the William Grant Foundation and Creative Scotland.

This role will suit an organised individual who is a resourceful self-starter.

This will be a fixed-term contract for 12 months from start date.

Occasional out of hours working and travel might be required.

Key accountabilities/deliverables:

- Providing administrative support to the learning team (e.g. Project Manager, training consultant)
- Acting as the main point of contact to assist with any speakers/facilitators/mentors /participant enquiries as and when they arise
- Researching appropriate learning venues and booking as required
- Liaising with venues regarding requirements and catering facilities for learning events
- Booking and issuing contracts to speakers/facilitators/mentors
- Booking accommodation and travel for staff, facilitators and speakers as required
- Preparing and distributing training materials such as joining instructions, handouts, visual aids and evaluation surveys as appropriate
- Assisting the Project Manager and training consultant with collecting and analysing of delegate feedback
- Compiling reports and presenting to the learning team
- Ensuring all invoices are processed in a timely manner
- Being committed to health and safety and ensure familiarity with health and safety policies and procedures

Supporting Makers, Promoting Craft

Craft Scotland, 15 Coburg Street, Leith, Edinburgh, EH6 6ET

Craft Scotland is a company limited by guarantee registered in Scotland no. SC 270245

A registered Scottish Charity no. SC 039491



Programme Coordinator 2018

- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity
- Being mindful of Craft Scotland's commitment to minimise the impact on the environment
- Other administrative duties, as required

Essential skills:

- Excellent organisational, literacy and numeracy skills
- Consistent attention to detail, accuracy and an ability to see tasks through to completion
- Handling enquiries and good interpersonal skills
- Good communication skills over the phone, by email and in person
- Proactive attitude and a desire to take on responsibility
- Ability to use initiative and prioritise tasks effectively
- Excellent problem-solving skills and ability to troubleshoot effectively
- Ability to work equally well individually and as part of a small team
- Good IT skills (Mac/PC), particularly Excel and Word
- Ability to collate, interpret and present data in a clear and concise way
- Be able to handle conflicting deadlines and remain confident and calm under pressure
- Flexible and willing to support all aspects of Craft Scotland's work

Desirable skills:

- Previous experience in a learning role
- Knowledge and appreciation of the craft and design sectors
- An understanding of learning methodologies
- An understanding of learning evaluation models
- Driving license

Key relationships:

- Craft Scotland team, including board members
- Makers participating in learning programmes
- Speakers, facilitators and mentors
- Industry partners
- Venues

Company benefits

Supporting Makers, Promoting Craft

Craft Scotland, 15 Coburg Street, Leith, Edinburgh, EH6 6ET

Craft Scotland is a company limited by guarantee registered in Scotland no. SC 270245

A registered Scottish Charity no. SC 039491



Programme Coordinator 2018

- 21 hours per week
- 34 days holiday (pro rata)
- 7% employer pension contribution (on completion of three-month probationary period)
- A personal development plan relevant to the role

Organisation information:

Craft Scotland is the national development agency for craft. We put makers at the heart of all we do, championing diverse and high-quality contemporary craft. We help people learn about, appreciate and buy craft, promoting the contribution of craft to Scotland's cultural, economic and social well-being.

Through our events and exhibition programmes, digital platforms and strategic partnerships, we provide leadership for the sector. We create opportunities for makers to develop their creative and business practice, and to exhibit and sell work in Scotland and beyond. We are a registered charity supported by Creative Scotland.

Key dates:

Closing date: 5pm, Thursday 18 October 2018

Interviews: Monday 29 and Tuesday 30 October 2018

Start date: November 2018

Application process:

Please apply by submitting a current CV and a covering letter outlining your skills and experience in relation to the job description and person specification.

Email your application to jo@craftscotland.org stating 'Programme Coordinator role' in the subject line.

Alternatively, please post your application to:

Jo Scott
Project Manager
Craft Scotland
15 Coburg Street
Edinburgh
EH6 6ET

We also ask you to complete our [Equal Opportunities Monitoring Survey](#) (voluntary). This survey can be completed anonymously. It does not form part of your application and will not be used in any part of the selection process.

The deadline for receipt of applications is **5pm, Thursday 18 October 2018**.

Supporting Makers, Promoting Craft

Craft Scotland, 15 Coburg Street, Leith, Edinburgh, EH6 6ET

Craft Scotland is a company limited by guarantee registered in Scotland no. SC 270245

A registered Scottish Charity no. SC 039491



Programme Coordinator 2018

Interviews will take place on **Monday 29 and Tuesday 30 October 2018** at Craft Scotland, 15 Coburg Street, Edinburgh.

If invited to interview, reasonable travel expenses may be reimbursed for an applicant living out with Edinburgh. Please contact us prior to making any travel arrangements to confirm.

If you have any queries about this post, organisation or the application process please email Jo Scott, Project Manager, at jo@craftscotland.org or telephone 0131 466 3873 (working hours 9am - 5pm Monday – Friday).

Craft Scotland is an Equal Opportunities Employer. If you have any special requirements to complete your application or in order to attend an interview or have any other questions then please get in touch.

Craft Scotland is a Living Wage Employer.

Access:

The Craft Scotland office is not fully accessible so please let us know if you have any access requirements and we will make reasonable adjustments.

This information is available in large print or as a word document upon request

Supporting Makers, Promoting Craft

Craft Scotland, 15 Coburg Street, Leith, Edinburgh, EH6 6ET

Craft Scotland is a company limited by guarantee registered in Scotland no. SC 270245

A registered Scottish Charity no. SC 039491

