



## JOB ADVERT

# Reach In Reach Out ('RIRO') Project Coordinator

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**Job type:** Freelance

**Start and end dates:** September 2022 - April 2024

**Fee:** £15,000 (Approximately 75 days of work @ £200 per day)

**Deadline for applications:** Midnight Sunday 17<sup>th</sup> July

**Interviews:** 20<sup>th</sup> July

## About the Role

Arts & Health South West is looking for a dynamic and creative freelance Project Coordinator. We want to find someone who has a good knowledge of and experience in using co-production and who is experienced in working with young people. The main output will be a digital toolkit for dissemination of the learning from the RIRO project. Candidates should be based in Bath & North East Somerset, Bristol or North Somerset as face to face meetings and events will take place in these areas.

RIRO is being co-produced with young people experiencing loneliness, social disadvantage, mental health challenges and those struggling to find work aged 16-24, who live in the West of England Combined Authority area. Research shows that engaging in creative activities can have a positive impact on health and wellbeing and the development of personal attributes like positive self-image, confidence, and social engagement. With a group of young people identified via our partner organisations, we will explore the link between creativity, wellbeing, community engagement and volunteering and co-produce a series of workshops in cultural venues. We will share learning regionally and nationally in the form of a framework or toolkit that is adaptable to different types and scales of cultural venues, programmes and events.

The project will work across three sites where our partners will develop experimental workshops and creative activities with young people in their area:

**Bath & North East Somerset:** Holburne Museum and Creativity Works

**Bristol:** creativeShift and John Wesley's New Room

**Weston-super-Mare:** For All Healthy Living Centre and Theatre Orchard

The Project Coordinator will be responsible for coordinating the learning between the three sites and working with the Evaluator and Project Assistant to ensure that learning is captured and can inform the toolkit. They will need to be comfortable with quantitative and qualitative data and have some experience of evaluation. They will lead on writing the content for the toolkit with the Evaluator.

The Project Coordinator will be responsible for planning and helping facilitate seven meetings for the core co-production group and three larger events involving the partners and young people involved in all the experimentation sites.

The time commitment will vary over the two year period and should be considered as approximately 4 days per month but with a flexible approach to be agreed in discussion with AHSW. There will be regular meetings with AHSW which will include the Director, the General Manager, the Project Assistant and the Evaluator who make up the AHSW team.

## Person Specification

<b>Skills, knowledge and experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of co-production	X	
Facilitation skills	X	
Experience of working with young people	X	
Excellent written and verbal communication skills	X	
Knowledge and experience of safeguarding	X	
Experience of project evaluation and different types of data		X
Experience of developing guidance and learning materials		X
Experience of volunteering and engagement in the cultural sector		X
Knowledge and experience of working with people with mental health difficulties		X

## Safer Recruitment Statement

Arts and Health South West (AHSW) is committed to safeguarding and promoting the welfare of children and vulnerable adults. AHSW expects all staff, trustees, and associated personnel to share this commitment. AHSW has a clear safeguarding policy and will take up references and make appropriate checks as required prior to any offer of appointment. A DBS check will be required for this role, and this check will be carried out before the employment commences.

## Equal Opportunities Statement

Arts and Health South West (AHSW) is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best. AHSW is committed to reflecting and representing the diversity of the UK and to equal opportunities in employment. The policies and practices of AHSW aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. At the heart of everything we do, we seek to treat people fairly and with dignity and respect. We will take every possible step to ensure that no person working at AHSW, seeking employment with us, or any member of associated personnel, will receive less favourable treatment (direct discrimination) or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable (indirect discrimination) on the grounds of their race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, health, gender, gender reassignment, marital status, parental status, caring responsibilities, sexual orientation, disability, socio-economic background, educational background, ex-offender status, or any other inappropriate distinction.

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## HOW TO APPLY

Please follow this link for a copy of the Application Form: <https://www.ahsw.org.uk/riro-project-coordinator-application-form-2/>

**To apply, please complete the application form, and email a copy, along with a separate CV, to [info@ahsw.org.uk](mailto:info@ahsw.org.uk). Please note every application must include a completed application form - CVs supplied on their own, without an application form, will be rejected.**

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To arrange an informal conversation about the role, please contact AHSW Director Alex Coulter at [alex@ahsw.org.uk](mailto:alex@ahsw.org.uk)