



Programme Coordinator Job Description

Job Title: Programme Coordinator
Contract: Minimum 12 month contract
Location: Greentop Community Circus Centre
Salary: £9500 (pro rata £19000 pa) with potential to expand
Hours: 2.5 days per week (20 hours)

Closing Date: Thursday 6th January (midday) 2022
Interviews: Thursday 20th January 2022
Start: Tuesday 1st March 2022

Responsible to: Programme Consultant
Responsible for: Freelance team, bookings and contracts
Pension: Greentop operate a workplace pension

The Programmes Coordinator will be expected to fulfil the following duties and responsibilities:

KEY DUTIES AND RESPONSIBILITIES

The Programme Coordinator will work alongside the Programme Consultant negotiating, promoting and coordinating many of our programme.

Main Duties

1. To learn about and understand in detail the range of Greentop's programmes including Hire Us , This is Circus and Family/ Neighbourhood Circus, and the Greentop 'brand'
2. Providing detailed information, quotes, preparing programmes, project proposals, contracts and tenders via phone, email and in person (with support from Programme Consultant)
3. Project managing selected creative programmes and assisting other project managers in their work
4. Use our Salesforce CRM system to see commissions through from conception, to agreeing the contract to completion and feedback
5. Identifying and pitching to new target groups including our This is Circus programme for schools in collaboration with our Marketing consultant.

6. Strengthening relationships with our current clients and following up on enquiries and leads.
7. Where appropriate writing and creating copy to support customers of Hire us activity and develop a stock of material.
8. Be the first point of contact by telephone and email.
9. Providing Salesforce reports including invoicing
10. Working alongside the Programme consultant you will manage relationships with a freelance team of teachers and artists and communications between them and clients including;
 - Checking availabilities for enquiries and analysis of suitability
 - Drafting contracts and other employment documentation.
 - Ensuring team's PLI and DBS are upto date
 - Providing a first point of contact for contractors working on projects.
 - Managing expectations between our freelance team and clients.
 - Building and strengthening relationships with new and existing artists including gathering promotional material eg showreels
 - Gathering feedback from artists and clients
11. Assisting Programme Consultant in collating monitoring, audience and evaluation data from projects and producing quarterly data reports

PERSON SPECIFICATION

The Programme Coordinator needs to be an excellent learner, with the initiative to manage their own workload, operate systems accurately and the drive to get the job done to a high standard, sometimes under pressure. They should be committed to helping to grow the organisations, and in return we can offer responsibility, opportunities for development, and a creative and friendly working environment.

Essential:

1. Proven administrative experience, gained through employment or voluntary positions.
2. High-level of organisational skills with the ability to demonstrate how you have managed multiple, time-sensitive priorities in the past.
3. Experience of managing online and email communications.
4. Experience of communicating with people in a range of settings including schools, community events and business
5. Experience of working with artists
6. Able to learn quickly about the programme, systems and software
7. Excellent computer skills, including office, and experience of a CRM system.
8. Technically savvy with the ability to adapt to new software and online platforms.
9. Excellent communication skills, attention to detail, understanding of brand values and the ability to tailor copy/writing for different audiences and purposes.

10. Understanding customers' needs authentically via email, over the phone and sometimes face-to-face.
11. Ability to work under pressure on a variety of varied jobs.
12. Highly organised, self-motivated, with the ability to take the initiative and undertake other duties as reasonably required in order to deliver work to a high standard.
13. Commercial acumen and an understanding of the drivers affecting small creative businesses
14. A friendly, confident and professional demeanour, with the ability to build good relationships with colleagues, customers and partners.
15. A passion for the arts, culture and creativity.

Desirable: (ie. these skills would be a bonus but aren't essential)

1. Knowledge and Experience of participation arts and circus and delivering activities and services in a community setting
2. Experience of Salesforce/ CRM system.
3. Experience in events.

ABOUT GREENTOP COMMUNITY CIRCUS CENTRE

Greentop is a dedicated centre for circus arts serving the North of England with classes and courses for over 100 adults and young people each week, professional circus artist development and tailor-made programmes and events for schools, communities and businesses. We are a registered charity established for over 25 years. In 2019 Greentop provided over 850 events, reaching over 22,000 people.

Our programmes include:

- Hire Us - workshops and events (corporate, special occasions, equipment & space hire)
- Family Circus - our neighbourhood programme for local children (many from diverse backgrounds) in the S4 area
- This Is Circus - 6 week long programme of circus & creative activity in schools

For more information about Greentop please visit <http://www.greentop.org> and video about our work <http://www.greentop.org/home/about-us/>

INTERESTED IN APPLYING ?

In order to apply:

- please provide a CV and covering letter addressed to Teo Greenstreet, Centre Director.
- ensure that your covering letter highlights how you meet the essential requirements of the personal specification, tells us why you are interested in the role.

www.greentop.org
Greentop Circus Centre, St Thomas Building, Holywell Road, Sheffield, S4 8AS

- your letter should be no more than two sides of A4.
- please ensure that your CV includes the details of two referees; we will not contact them without your permission

We actively encourage people from communities that are under-represented in the UK arts sector to apply to join us and bring their talent, experience and expertise to Greentop Circus Centre. We are particularly seeking applications from The Global Majority (BAME) and D/deaf or Disabled peoples and transgender and non-binary people. Greentop Circus recognises the positive value of diversity, promoting equality and challenging discrimination.

All staff have undergone Anti-Racism Training and Disability Awareness training to ensure Greentop continues to be a safe and encouraging space for people from all backgrounds.

Please email to: Teo Greenstreet manager@greentop.org
with subject heading 'Programmes Coordinator application'

APPLICATION CLOSING DATE: Thursday 6th January (midday) 2022

INTERVIEWS: Thursday 20th January 2022