

Job Description

Common Ground Project Co-ordinator

Hours: 4 days per week/ 28 hours per week

Contract: Fixed term 18 months (with a view to making this a permanent role)

Start date: June/ July 2023

Salary: £20,400 (based on FTE £25,500)

Reports to: Common Ground Project Manager

Background Information

Common Ground is a social and creative space dedicated to bringing together people who are refugees and those going through the asylum process. The project is designed to provide a safe, social environment to break isolation, increase connectivity and support and build collaborations among individuals, the wider community and creative arts. It is funded by the Scottish Government's "New Scots" fund, Paul Hamlyn Foundation and the UK Shared Prosperity Fund/ Glasgow City Council.

Please visit <https://www.cca-glasgow.com/projects/common-ground> for more information.

Common Ground was established in 2022, with its own dedicated space and programme of work taking shape over the past 12 months. As the programme of work expands and the space becomes more in demand, we have been able to secure additional funding to bring in additional team members to support and help shape the future direction.

Responsibilities

- Reporting to the Manager, the post holder will support the structure of the project including activity schedule, project groups, stakeholder relations, public engagement, as well as planning and hosting events.
- Working with the Manager, the post-holder will provide support to the coordination of partner activity events, ensuring that the needs of partners are effectively communicated to operational and communications staff within CCA.
- Develop, strengthen and maintain wider community and stakeholder relations and partnerships.
- Undertake administrative duties including managing budgets, participant expenses and other project finances.

Communication:

- Attend weekly Common Ground meetings to appropriately plan and review project activities, in relation to operational issues such as coordination of staffing/space/technical requirements and customer care issues.

- Communicate information clearly to community members and Common Ground participants through the use of interpreters, where required.
- Work with CCA staff, in particular front of house/box office/duty managers, to provide sufficient information and background to Common Ground activities to allow them to engage with members of the public.

Financial:

- Work to budgets set by the Manager.
- Manage and dispense project activity/event expenses for participants.
- Maintain appropriate, accurate and up-to-date financial records.

Requirements:

- Experience of working directly with refugees in a supportive and creative setting.
- Knowledge and understanding of the needs and experiences of refugees and people newly arrived in the UK.
- Experience of working with people from different cultures and backgrounds and an understanding of cultural diversity and equal opportunities.
- A proven track record of successful project planning and coordination and delivery of events.
- Ability to work with community members in responding to particular needs and interests and facilitating individual and collective development.
- Excellent communication skills (both oral and written), with the ability to communicate with a wide and diverse range of people, including the general public, organisations, creatives and other stakeholders.
- Experience of recruiting and supporting volunteers.
- Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way.
- An understanding of running a venue/hub.
- An understanding of monitoring and evaluation methods and techniques.
- Experience of financial management and budgetary control.
- Excellent administrative and organisational skills.
- Ability to efficiently manage a heavy workload and prioritise as appropriate to meet targets and deadlines.
- Excellent IT skills (email, word-processing, database, and spreadsheet).
- Ability to work with minimum supervision.
- Ability to handle difficult situations calmly and sensitively.
- Commitment to high standards of customer care.

- A positive and enthusiastic self-starter, with an empathetic and compassionate outlook, whilst being able to maintain professional boundaries with those you work with.
- Commitment to some evening and weekend working.