



COMMUNITIES AND CULTURES COORDINATOR

Job Description and Person Specification

Title: Communities and Cultures Coordinator

Reports to: Director

Responsible for: Sessional Tutors and Volunteers

Location Latin American House (London NW6 4TA) and external venues as required

Hours: 21 hours per week over a minimum of three days per week

Salary: £28,028 per annum pro rata (£16,817 for 21 hours per week) with a 2% increase each year + 5% NEST pension contribution (Initial contract is three years)

Job Purpose

Latin American House (LAH), founded in 1983, aims to support Latin American people living or working in the UK, particularly those at risk or disadvantaged in Greater London, as well as other communities in our local area. LAH is a registered charity (Registered Charity 1127253).

The organisation's objectives include to promote and support Latin American communities by providing a base for the activities of groups, professionals, artists and the like, and to disseminate, stimulate and promote education, knowledge and understanding of Latin America and its cultures. We aim to lead on promoting Latin American cultures in the UK.

In this new role, you will lead on the above by planning and delivering a diverse and sustainable programme of communities and cultural activities and events. This is a great time to join us and contribute to the provision of artistic, creative, community and cultural activities. This will be a pivotal role at LAH in a post-Brexit and post-COVID era, and we are looking for someone collaborative, enthusiastic, knowledgeable, proactive, reliable and versatile, who is able to coordinate, evaluate and plan the implementation of a range of community and cultural activities related to Latin America.

This role requires experience of strategic planning, project coordination, staff support and volunteer management. The post holder must be able to liaise with a wide range of stakeholders and represent LAH at public events, delivering a programme of communities and cultural activities over the next three years, particularly for the 40th anniversary of Latin American House in 2023.

Responsibilities

- Assessing the demand for cultural activities among existing and potential service users, developing an attractive, diverse, engaging, high quality cultural programme.
- Leading the implementation of LAH's cultural programme, including artistic and community activities, educational and recreational classes, events, exhibitions, performances, screenings and workshops, etc., both face to face and online.
- Delivering some activities (depending on expertise and skills) and supporting others.
- Inspiring people of all ages and backgrounds to discover, enjoy and learn more about Latin American cultures, organising activities, assisting and supporting attendants.
- Liaising and seeking collaborations and relationships with a wide range of community groups, organisations and institutions involved in arts and cultures.
- Helping to recruit, coordinate and support a small team of sessional culture facilitators, artists, and volunteers to support LAH's cultural programme.
- Collaborating in the marketing and communications for LAH's cultural programme, especially through social media and other media, print and online.
- Maintaining accurate digital monitoring and evaluation of all activities, proactively seeking feedback among participants, and developing case studies.
- Assessing the communities and cultural programme, including outcomes and impact, reporting and sharing progress internally and to funders and other interested parties.
- Working with colleagues to develop LAH's commitment to best practice in working with beneficiaries at risk, community development, diversity and human rights.
- Improving your competence, knowledge and skills by attending training, events and development opportunities in agreement with your manager.
- The post is funded by the National Lottery Community Fund (NLCF), so part of the role will involve ensuring the NLCF is properly credited for LAH's cultural activities.
- Ensure the Health and Safety of staff and participants in the project and abide by relevant LAH's policies and procedures.
- Other duties commensurate with the role.

Person Specification

Attributes	Essential Criteria	Desirable criteria	Assessment
Skills	<ul style="list-style-type: none"> ● Fluent in English and Spanish. ● Ability to work effectively under minimum supervision. ● Capacity to think strategically and creatively. ● Excellent organisational and time management skills. ● Working knowledge of monitoring and evaluation. ● Excellent written and verbal communication skills. ● Excellent interpersonal skills. ● Ability to work in multicultural environments. 	<ul style="list-style-type: none"> ● Fluent in Portuguese. ● Ability to create institutional partnerships. 	Application / Interview
Knowledge	<ul style="list-style-type: none"> ● Knowledge of Latin American cultures. ● Familiarity with the Latin American artistic and cultural communities in London. ● Understanding of funded projects and arts grants. ● Preparation of reports. ● Working knowledge of project management. 	<ul style="list-style-type: none"> ● Knowledge of the Latin American cultural and artistic scene in the UK. ● Relevant contacts within the above. 	Application / Interview
Competencies	<ul style="list-style-type: none"> ● Results focused, able to deliver outcomes, planning effectively and meeting targets. ● Effective communication: communicates clearly, listens to others and adapts communication to suit the audience. ● Teamwork: Actively collaborates and builds positive relationships across the organisation. ● Leadership: Leads by example, embraces change and innovation, learning and development. 	<ul style="list-style-type: none"> ● Development and empowerment of volunteers, tutors and participants. 	Interview
Experience	<ul style="list-style-type: none"> ● Two years' experience in project coordination in arts, communities or cultural organisations or projects. 	<ul style="list-style-type: none"> ● Working with volunteers.. ● Track record of success in a similar role, with 	Application / Interview

	<ul style="list-style-type: none"> ● Experience of designing and delivering cultural and/or artistic activities (e.g. workshops). ● Proven experience of managing volunteers. ● Experience working in a community setting. ● Experience organising public events. 	<p>a combination of not for-profit and commercial expertise.</p> <ul style="list-style-type: none"> ● Leading funded projects, reporting to funders and securing further funding. ● Experience of maintaining website content and/or social media networks. 	
Qualifications	<ul style="list-style-type: none"> ● Educated to degree level or equivalent. 	<ul style="list-style-type: none"> ● Master's in relevant subject or equivalent experience. ● A relevant professional qualification. 	Application

Other requirements:

You must be available some evenings and/or weekends, for which TOIL may be taken.

You must be legally entitled to work in the UK.

This position is subject to an enhanced DBS (Disclosure Barring Service) check.

Please note CVs won't be accepted. Apply by completing and submitting an application form.

Deadline for applications: Monday 17th January 2022 23:59

Interviews: Tuesday 25th of January 2022

Some of the additional benefits you will receive include 33 days leave (incl. bank holidays), pro-rata for part-time employees, pension contributions of 5% of salary and a supportive and welcoming environment to work in, in addition to an organisational laptop and smartphone.

Latin American House is an equal opportunities employer. We value and seek to promote diversity. We do not discriminate against race, religion, colour, national origin, gender, sexual orientation, age, marital status, disability status or any other dimension of diversity.

We request no contact from agencies or media sales.