

Project Coordinator Information Pack

Thank you for your interest in applying to work with Impact Arts.

This pack outlines:

- Summary of Job Information
- The application process
- Who we are
- Further detailed information about the role of Project Coordinator
- The benefits of working with Impact Arts

Summary of Job Information

Job Title	Project Coordinator
Salary	£25,000 per annum (£15,000 pro rata for 22.5 hrs per week)
Location	The Boardwalk, 105 Brunswick Street, Glasgow G1 1TF
Travel	Will be required between Impact Arts projects
Reporting to	Programme Manager
Responsible for	At times you may be responsible for a small number of team members from the following roles; Creative Lead, Wellbeing and Opportunities Worker, Creative Assistant, Paid Work Placement roles, Volunteers.
Duration of contract	Fixed Term to 31 st March 2026 (there may be the possibility of an extension beyond this date)
Working Hours	22.5 hours per week. Our core hours are between 10am to 4pm, Monday to Friday. We are happy to discuss flexible working. Some out of hours and weekend working may be required on occasion.
Closing Date	Monday 15 th September 2025 at 9am
Interview Dates	Expected to be week beginning 22 nd September 2025.
Expected Start Date	1 st October 2025

Impact Arts are happy to discuss any flexible working requests.



Glasgow & The West

Impact Arts
105 Brunswick Street,
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The Application Process

Please click this link to download an application form: [Impact Arts application form](#)

An equality and diversity monitoring form is also available on our website. Completion of this is encouraged but is voluntary. All data collected is confidential and will only be used for monitoring purposes.

Please be as specific as possible in your answers, as shortlisting will be based on the information you supply. CVs will not be considered.

The deadline for applications is Monday 15th September at 9am. Please submit completed applications to jobs@impactarts.co.uk by this deadline.

If you are invited to interview, we will liaise with you to arrange a time that suits and endeavour to accommodate any other work or caring responsibilities you may have.

We will share interview questions in advance and confirm who will be interviewing you.

If you have any queries or would like to discuss the role in more detail, please contact jobs@impactarts.co.uk or call 0141 575 3001.

Reasonable Adjustments

In all of our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, and welcome all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that recruitment processes are not barriers for applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to share your skills and relevant experience), please get in touch with jobs@impactarts.co.uk or 0141 575 3001.

If you are successful and offered a job, we will also discuss ongoing reasonable adjustments before you start work.

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Who we are

Established in 1994, Impact Arts is an innovative Scottish arts charity tackling inequalities in a diverse range of communities through unique creative engagement techniques, including painting, drawing, printmaking, sculpture, photography, filmmaking, animation, and music.

Impact Arts specialises in using creative engagement to address the challenges of poverty, improve health and as a way to excite, involve and deliver meaningful impacts for each member of the communities we work in. The common challenge faced by all is that of poverty and its side effects, particularly poor mental health and life chances.

It is our mission to tackle inequalities in Scotland through creative engagement and we envisage a Scotland where everybody believes in the power of creativity to transform lives.

In 2024/25, 3460 people actively engaged with Impact Arts in creative activity through 83 projects and 77 exhibitions. You can learn more about [Our Impact](#) here.

To achieve our aim of tackling inequalities through creative engagement, Impact Arts offers a number of services, including those working with young people, children, older people and communities. For further information on [What We Do](#) please visit our website.

Impact Arts aim to attract and retain the best possible people to work with us to realise our vision for a Scotland where everyone values and benefits from the power of creativity to transform lives and our mission to tackle inequalities in Scotland through creative engagement.

We have over 50 staff and 80 sessional artists working on services across Central Scotland with our Head Office in Glasgow City Centre as well as a permanent base in Irvine, North Ayrshire, and services currently offered in Edinburgh, North Lanarkshire, Renfrewshire, West Dunbartonshire, Falkirk and East Ayrshire.

As a compassionate organisation we care about our staff and have a range of employee benefits that make Impact Arts a great place to work. More information about the [benefits of working with us](#) can be found on our website.

We work with multiple partners and funders all with a strong shared ethos that #artchangeslives. We are supported on an annual basis by over 40 funders including Scottish Government, CashBack for Communities, Creative Scotland, National Lottery Community Fund, multiple local authorities, as well as a range of other foundations and trusts such as the Corra Foundation and Robertson Trust.

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Detailed information about the Role of Coordinator

Background to the position

The demand for Impact Arts' work continues to grow and this role reflects the organisational need to bring in a new member of the team to support our creative delivery. Impact Arts' work is wide ranging and covers various art forms from performance to visual art to music and digital. Similarly, we work across a range of sectors including employability, education, health, play and place making. We do not expect the successful candidate to have experience in all of these areas, but they must be able to demonstrate adaptability and excellence in coordination.

This role will work across many of Impact Arts' areas of work including Impactful Starts, CashBack to the Future, and Sketchy Youths, working with young people; a range of heritage and arts projects; developing and supporting schools-based work including art therapy and artist residencies; coordination of our parental employability projects and supporting delivery of our commissioned projects.

We are looking for someone who is dynamic, who will bring considerable experience, creativity, energy and passion to the role and who wants to join our mission in tackling inequalities across Scotland. In return you will join a fun and vibrant team and an organisation which highly values our people.

Your Role

Purpose

To coordinate successful delivery of creative projects including, but not limited to: Sketchy Youths, Impactful Starts, CashBack to the Future, Impactful Parents and commissioned projects.

To lead on the recruitment of participants for programmes with support from the delivery team.

To develop a strong network of referral agencies and partners including schools, social work, youth groups, employability providers and FE/HE establishments.

To work with the team to ensure engagement and outcome targets are met and reported on.

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To respond to adhoc requests for support from across the team, including working with Senior Management Team, supporting with various administration duties and diary management.

Main Responsibilities

Participant Recruitment

To follow internal participant recruitment processes to ensure engagement targets are met and eligibility is checked.

Monitoring and responding to enquiries regarding programmes, including monitoring online form submissions and our enquiry email inbox.

To carry out marketing and awareness raising sessions and exhibitions with external partners to generate referrals to projects.

Stakeholder Engagement

To establish and maintain effective relationships with stakeholders. Including referral agencies, delivery partners, funders and internal staff.

To attend regular partnership and networking events with external stakeholders.

Project delivery

To help with recruitment and coordinate the delivery team of staff, sessional assistants and tutors

To support with the successful delivery of commissioned projects, including one off workshops, schools based commissions and creative play (recruiting and contracting sessional staff, ordering materials, sourcing venues etc as necessary)

To contribute to the effective coordination of Impact Art's Annual Event

To help with recruitment and coordinate the delivery team of staff, sessional assistants and tutors

Oversee petty cash management across their projects and ensure day to day spend is recorded as per project processes

To support with purchasing project materials and liaise with delivery staff and venue staff to ensure materials are delivered and stored safely.

Evaluation

To follow up on sustainability of outcomes after participants have left Impact Arts.

To contribute to the effective evaluation of projects and work with the Evaluation and Data Coordinator to ensure funder compliance across our projects.

To record accurate participant evaluation data in line with set deadlines on Impact Arts' own database and those of our partners and funders, including but not limited to; Helix, Hanlon, Advice Pro. Training will be given on all systems used.

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General

To represent Impact Arts at events

To participate in training, meetings and events as required

To support and promote Impact Arts' Values

To carry out any other duties appropriate to the post in line with Impact Arts' needs

Person Specification:

Impact Arts is looking for people with the following qualities, experience, knowledge and competencies.

Qualifications and Experience

SCQF level 9 in related discipline

Minimum of two years' experience in project coordination and/or delivering or overseeing delivery of community-based projects in a diverse range of community settings.

Minimum of two years' experience in arts or youth work sector.

Experience of working with children and young people, adults and families within diverse community settings

Experience of coordinating the delivery of accredited qualifications (desirable).

Technical Skills and Knowledge

Competent IT skills including MS Word, Excel, Teams and Outlook

Good time management skills and ability to meet deadlines

Ability to manage budgets

Experience of using a CRM eg. Salesforce or similar data management programmes (desirable)

Personal Skills and Qualities

Excellent interpersonal skills

Approachable and empathetic manner

Energetic and committed

Imaginative

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Excellent communication skills

Excellent self-management, organisational and planning skills

Good time management skills and ability to meet deadlines

Self-motivated and able to work on own initiative, analysing and solving problems

Strong team player, allowing everyone to play to strengths

Ability to generate new ideas to develop projects

Disclosure Scotland

Successful candidates will be required to join the PVG scheme or to apply for a PVG update.

The cost of this will be covered by Impact Arts.

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