



## Part-Time Arts Development Coordinator Application Pack

Thank you for your interest in the post of our part-time Arts Development Coordinator for Cumnock Arts Makes People Smile.

This pack contains all the information that you need to understand what we are seeking in a candidate, what the role entails and the skills and experience we are seeking from our successful applicants.

If you would like an informal and confidential conversation about the post, then please email Dale Parker at [arts@camps.me.uk](mailto:arts@camps.me.uk)

To submit an application you are required to complete and return the following by email to [recruitment@camps.me.uk](mailto:recruitment@camps.me.uk)

- An up to date CV
- A completed application form
- Equalities and Monitoring form

**Salary:** £17,325 per annum (pro rata, 0.5 FTE, £34,650)

**Application deadline:** Wednesday 10th December 2025, 2pm

**Date for interviews:** Interviews will be held the week beginning 15<sup>th</sup> December 2025. Please let us know if there are any dates that you are not available.

As part of the interview process, you will be asked to deliver a **10-minute presentation** on the following:

CAMPSCIO's organisational values - **Achievement, Resilience, Togetherness, and Self-Expression** - shape all aspects of our work as a small, relationship-driven arts organisation in a rural community. This role plays a key part in developing sustainable, inclusive, and creatively ambitious programmes for people of all ages.

Drawing on your skills, experiences, and understanding of our values, please outline how you would contribute to strengthening and future-proofing CAMPSCIO's artistic activities. In particular, how would you:

**Develop intergenerational and youth-focused arts activities** that respond to community needs and nurture creativity across age groups?

**Build sustainable models of programme development**, ensuring current projects can grow while also creating space for new ideas and opportunities?

**Secure and diversify funding** to support CAMPSCIO's long-term vision, including strengthening relationships with funders, partners, and supporters?

**Apply our values** to create meaningful connections between participants, artists, partners, and the wider community, ensuring our work remains inclusive and rooted in local relationships?

Your presentation should reflect how you would approach the role in practice, demonstrating both strategic thinking and a values-led approach to arts development, particularly to securing funding.



## **Application pack contents:**

1. The post advertisement
2. Cumnock Arts Makes People Smile
3. Background
4. The Person
5. Job description
6. Person specification



## **Arts Development Coordinator, Cumnock Arts Makes People Smile**

We are looking for an organised, proactive, thoughtful and committed individual to become our Arts Development Coordinator.

You will have a passion for the arts and a strong understanding of how creative activity can strengthen communities across generations. Your natural flair for cultural administration, strategic planning and project development - combined with the ability to build partnerships and secure funding - will be central to helping CAMPS grow sustainably.

The successful candidate will thrive on the challenge of evaluating current provision, identifying new opportunities and ensuring the long-term sustainability of intergenerational arts activity in the Cumnock and Doon Valley. You will play a key role in shaping CAMPS' next phase of development by supporting high-quality project planning, building strong networks, and helping secure the resources needed to deliver meaningful arts experiences for the whole community.

This is an excellent opportunity for a motivated self-starter to work with a small, dedicated team, a supportive Board of Trustees, and a committed group of volunteers.

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**Salary:** £17,325 per annum (pro rata, 0.5 FTE, £34,650)

**Length of contract:** 1 year (extension depending on funding)

**Application deadline:** 10th December 2025, 2pm.

**Date for interviews:** Interviews will be held the end of week beginning 15th December 2025. Please let us know if there are any dates that you are not available.

## **CUMNOCK ARTS MAKES PEOPLE SMILE**

CAMPS' inspiring mission is to ensure those in the community can contribute to the arts in a safe, nurturing and relationship-focused environment to promote experiences that benefit wellbeing and improve the quality of life for all.

We intend to be one of the Scotland's most respected and innovative place-based community arts organisations by providing uplifting experiences, creating thrilling audiences, contributing to learning, connecting with communities and contributing to local regeneration and local economy.

## **BACKGROUND**

CAMPS is a Scottish Charitable Incorporated Organisation, founded and established in 2000 by local people.

We launched our programme of activities in 2000, establishing an annual programme of productions which have grown into the wide range of community arts activities and opportunities that we have today.

The charity's name was inspired by what we want to do – make people smile. This is founded upon our core values of Achievement, Resilience, Togetherness and Self-Expression. These values form the following:

### **Our reason for Being:**

- To ensure those in the community can contribute to the arts in a safe, nurturing and relationship-focused environment

### **Our Driver:**

- Is people

### **Our Vision is to:**

- Be the place where people from across different communities thrive, creating a sense of togetherness.
- Become the hub for creativity in the Cumnock area through arts and community education.

### **Our Aim is:**

- For people to progress beyond their expectations through our core values: Achievement, Resilience, Togetherness and Self-Expression.

## THE PERSON

We are seeking to appoint our first Arts Development Coordinator, who will bring a proven track record in cultural administration and project planning, coupled with a passion for the arts and the ability to build meaningful and lasting relationships with local people and partners.

We are looking for someone highly skilled and self-motivated, who can contribute strong organisational and developmental qualities to support our team in delivering our ambitious vision and strategic aims.

The Arts Development Coordinator will support the development of CAMPS' intergenerational arts provision with clarity, creativity and pragmatism. They will act as a champion and advocate for community arts, inspiring participants, partners and local organisations to engage with and contribute to our work. They will be confident in coordinating responsibilities across a small team to ensure effective planning, partnership working and programme development.

The successful candidate will thrive on the challenge of ensuring the long-term sustainability of CAMPS' arts activities and will have a strong commitment to raising the profile of our work locally. We are seeking someone with the insight and confidence to help guide CAMPS into its next phase of development, while honouring our artistic vision, values and history.

## JOB DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>POST:</b>              | Arts Development Coordinator  |
| <b>REPORTS TO:</b>        | Creative Director   |
| <b>RESPONSIBLE FOR:</b>   | Coordinating the administrative development of CAMPS' intergenerational arts activities, including planning, evaluation, partnership building and funding work, ensuring all activity aligns with our Aims and Objectives.                    |
| <b>PRINCIPLE PURPOSE:</b> | To support, lead and coordinate the strategic development of CAMPS' arts activity by creating the conditions for long-term sustainability through effective planning, relationship-building, and successful resource and funding development. |
| <b>SALARY:</b>            | £17,325 per annum (pro rata, 0.5 FTE, £34,650)  |

### Job Overview

The Arts Development Coordinator will be responsible for the planning, coordination and administrative development of CAMPS' intergenerational arts activity. This includes evaluating current provision, identifying gaps and opportunities, leading on partnership development, and securing external funding to support long-term growth. The postholder will play a key role in shaping the strategic direction of CAMPS' arts offer by gathering evidence, consulting with communities and partners, and ensuring projects are well-documented, compliant, and sustainable.

### Specialist Knowledge, Expertise, and/or Experience

Experience of arts administration, project development, funding processes and evaluation within community, cultural, educational or local authority settings. Knowledge of community arts, intergenerational practice and the Scottish arts sector is desirable.

### Responsibilities and Duties

- Lead the administrative coordination and oversight of CAMPS' arts activity, ensuring all projects and processes align with the organisation's Aims and Objectives.
- Evaluate existing arts programmes by gathering feedback, tracking participation, analysing impact, and producing reports to inform future planning.
- Identify gaps in provision and unmet community needs, using consultation, research and data to support the development of new intergenerational arts initiatives.
- Promote awareness of CAMPS' arts activity through administrative outreach, communication planning and partnership liaison, ensuring strong visibility across diverse communities.
- Develop and maintain sustainable networks and partnerships, building collaborative relationships with organisations that can support programme development and funding opportunities.
- Support project delivery through coordination rather than hands-on facilitation, including scheduling artists or facilitators, managing bookings, preparing paperwork, and ensuring logistical arrangements are in place.
- Organise and administer community engagement sessions, information events and consultations, ensuring accurate documentation, follow-up and reporting.
- Prepare monthly development, monitoring and impact reports, producing high-quality written documentation for Trustees, funders and partners.
- Represent CAMPS at meetings and networks to communicate project aims, gather intelligence and build strategic relationships.
- Develop detailed work plans and administrative systems aligned to project outcomes and organisational priorities.
- Manage clear communication channels with CAMPS members, participants, volunteers, community partners and stakeholders to support programme development and idea generation.
- Lead on researching, identifying, preparing and submitting external funding applications, working closely with CAMPS Trustees to secure grants, sponsorship and partnership funding.
- Undertake additional administrative duties as required to support the development and delivery of CAMPS programmes, which will include becoming a key holder.

## PERSON SPECIFICATION

### Qualifications

Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.

### Experience and Knowledge

- Knowledge of arts, community or cultural policy areas (e.g. intergenerational practice, education, wellbeing, equalities, audience development) in Scotland and the UK.
- Experience of working with Local Authorities, Government agencies or community-based organisations.
- Awareness of the public and voluntary sectors supporting arts and community development.
- Proven experience of arts administration, project coordination or programme development.
- Experience producing reports, funding applications or monitoring documentation.
- Experience working with a broad range of community members.
- Understanding of equalities, diversity and inclusion.

### Skills and Attributes

- Excellent interpersonal skills, including communication, negotiation and partnership working.
- Strong administration, project planning and resource-management skills.
- High-quality written communication and report-writing skills (Plain English).
- Highly organised; able to manage multiple tasks and deadlines.
- Strong IT literacy, including Microsoft Office.
- Effective decision-making and problem-solving skills.
- Adaptive resilience, with the ability to respond to changing project needs.
- Creative thinker with the ability to translate needs into project ideas.

### Salary

£17,325 per post (pro-rata: £34,650) plus pension contributions

### Hours

17.5 hours per week (flexi-hours, but note - some evening and weekend work will be required depending on the needs of the community)

This post offers a blended working arrangement, with a portion of hours delivered remotely and a regular on-site presence at the CAMPS Hub.