

## Job Title

Arts Development Coordinator



## Reports To

Cumnock Arts Makes People Smile

## Location

Cumnock's Creative Arts Hub, Bank Avenue, KA18 1PQ, East Ayrshire (Cumnock and Doon Valley Communities)

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

## 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 (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)