



Job Title

Creative Development Coordinator (Part-Time)

Organisation

Sunny Govan Community Radio

Hours

16 hours per week (flexible by agreement, with occasional evening and weekend work during peak delivery periods, and occasional travel as required)

Salary

£16,400 per annum, 2.5 days 7hr days, total 17.5hrs a week

£32,800 FTE 35hrs a week.

Contract

Fixed-term, subject to funding

Location

Govan, Glasgow, with community-based delivery across Glasgow and occasional travel elsewhere in Scotland where project activity is taking place (including infrequent overnight stays), agreed in advance.

Responsible to

Development Manager

Closing Date

Applications close: Sunday 12 April 2026 (23:59)

How to Apply

Send a CV and covering letter to steg@sunnyg.org.

Role Summary

The Creative Development & Opportunities Coordinator (Part-Time) will work closely with the Development Manager to support the coordination of resources, creative practitioners, and delivery processes across Sunny Govan Community Radio's existing and expanding cultural activity.

This is a coordination and capacity-building support role, designed to strengthen systems and reduce pressure on delivery staff as activity grows. The post supports the administration, scheduling, recruitment support, contracting, and payment processes that underpin Sunny Govan's cultural programmes, ensuring delivery remains joined-up, realistic, and compliant with funder and Fair Work expectations.

Working within a collective, non-hierarchical approach, the Coordinator supports cultural activity as an interconnected network of projects, people, and relationships rather than isolated strands of delivery. The role does not carry strategic responsibility or line management, but provides essential coordination infrastructure that enables high-quality, community-led cultural activity to take place sustainably.

This post contributes directly to Creative Scotland's Culture Collective priorities by strengthening place-based cultural infrastructure and ensuring creative practitioners are fairly recruited, contracted, supported, and paid.

Role Priorities

Within 16 hours per week, the Coordinator's priority is to keep delivery organised, compliant, and realistic by focusing on:

1. Practitioner admin that runs smoothly (recruitment support, onboarding, contracts, paperwork, invoices/timesheets, payment coordination).
2. A clear, maintained master schedule (who is doing what, when, where, with what resources).
3. Accurate records and audit-ready systems across programmes (contracts, fees, invoices, delivery logs).

4. **Consistent coordination of communications (staff/practitioners/volunteers/partners have the right info at the right time).**
5. **Basic monitoring and learning support (participation data, feedback, case studies gathered without chaos).**

Key Responsibilities

1. Resource & Practitioner Coordination

- **Support the Development Manager by coordinating agreed resources across Sunny Govan's cultural activity, including freelance creative practitioners, staff input, volunteers, venues, equipment, and delivery schedules.**
- **Support (but not lead) recruitment, onboarding, and contracting of creative practitioners, including preparing contracts/templates, confirming fees, gathering paperwork, and supporting payment processes.**
- **Maintain accurate records of contracts, fees, timesheets, invoices, and delivery schedules in line with organisational systems.**
- **Keep a live overview of resource needs and flag conflicts early (clashes in scheduling, unrealistic delivery load, missing paperwork, etc.).**

2. Creative Practitioner Contracts & Fair Work

- **Support the use of clear briefs, appropriate contracts, and transparent fee structures for creative practitioners.**
- **Assist in ensuring creative practitioners are paid accurately and on time by coordinating paperwork flow (timesheets, invoices, approvals).**
- **Uphold Fair Work principles by supporting equitable recruitment processes, clear expectations, and professional working conditions.**
- **Maintain consistency in practitioner processes across projects so delivery doesn't become fragmented or unfair.**

3. Programme Coordination Support

- **Support coordination of existing and developing cultural programmes across music, radio, Hip Hop, participatory arts, and public events.**
- **Assist with scheduling and forward planning to ensure activity is realistic within available time and resources.**
- **Support the integration of new activity into existing programmes to maintain continuity and avoid fragmentation.**

- Track actions and deadlines across delivery strands and ensure the right people have what they need to deliver.

4. Communication & Coordination Systems

- Support communication between the Development Manager, delivery staff, creative practitioners, volunteers, and partners regarding schedules, requirements, and delivery expectations.
- Maintain shared coordination tools, including schedules, contact lists, delivery trackers, and basic workflow systems.
- Ensure key information is stored clearly (not buried in inboxes) and can be picked up by others if needed.

5. Monitoring, Reporting & Learning Support

- Support the collection of participation data, practitioner engagement information, and delivery outputs across projects.
- Assist in gathering participant feedback, practitioner feedback, and case studies for funder reporting and evaluation.
- Support organisational learning by feeding delivery insights back to the Development Manager (what's working, what's slipping, what needs changing).

6. Events & Public-Facing Activity (Targeted, Time-Limited Support)

- Provide limited coordination support for public events, showcases, and festivals during peak delivery periods.
- Support volunteer coordination for events only where required and agreed in advance, and only where time allocation is realistic within the 16-hour role.
- Event support must not displace the core function of practitioner and programme coordination.

Essential Experience & Skills

- Experience working in community, participatory arts, or cultural development contexts.
- Strong organisational and coordination skills, with the ability to manage multiple tasks within limited hours.
- Experience working with freelance creatives or practitioners in a coordination or support capacity.
- Clear communication skills and the ability to work collaboratively with a range of stakeholders.

- A practical, reliable approach with strong attention to detail and accountability.
- Comfortable using shared admin tools (e.g., calendars, spreadsheets, delivery trackers) and keeping records accurate.

Desirable Experience

- Experience supporting recruitment, contracts, or payment processes for freelancers or artists.
- Experience in music, radio, Hip Hop, or live events.
- Experience contributing to monitoring, evaluation, or funder reporting.
- Knowledge of inclusive, trauma-informed, or asset-based community practice.
- Confidence coordinating activity across multiple locations.

Values & Ways of Working

The post-holder will work in line with Sunny Govan Community Radio's values, demonstrating a commitment to inclusion, collaboration, Fair Work, and community-led cultural activity. The role requires flexibility, professionalism, and a strong sense of responsibility to participants, practitioners, and partners.

Travel: The role may require occasional travel to locations across Scotland where activity is taking place. This may include infrequent overnight stays and occasional evening/weekend work, agreed in advance.

Safeguarding

This role involves working with children, young people, and vulnerable adults. Appointment will be subject to appropriate safeguarding checks and adherence to organisational policies.

Equal Opportunities

Sunny Govan Community Radio is committed to equality, diversity, and inclusion and welcomes applications from people of all backgrounds, particularly those underrepresented in the cultural sector