

Coordinator – Art Therapy (Edinburgh)

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 Coordinator – Art Therapy
- The benefits of working with Impact Arts

Summary of Job Information

Job Title	Coordinator
Salary	£27,500-£30,000 0.6 FTE
Location	Edinburgh
Travel	May be required between Impact Art's projects
Reporting to	Children's Services and Safeguarding Manager
Responsible for	Art Therapists and Art Therapy Assistants
Duration of contract	To 31 st October 2027 (with possibility of a 2 year extension thereafter)
Working Hours	22.5 hours per week. Delivery on this project is planned for Tues, Wed, Thurs so it is preferable that working patterns match that of the delivery team, however we can offer flexibility around this. This role will require some home working.
Closing Date	Monday 5 th October 2026 at 9am
Interview Dates	Anticipated to be w/c 5 th October 2026
Expected Start Date	ASAP



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 5th October at 9am. All completed applications should be sent 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 2025/26, 5102 people actively engaged with Impact Arts in creative activity through 142 projects and 46 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 60 staff and 60 sessional artists working on services across Central Scotland with our Head Office in Glasgow City Centre as well as a permanent base in North Ayrshire, and services currently offered in Edinburgh, North Lanarkshire, Renfrewshire, Falkirk and West Lothian. 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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Our Values



Detailed information about the Role of Coordinator – Art Therapy

Background to the position

The demand for Impact Arts' work continues to grow and this role reflects the organisational need for a new member of the team to support our creative and therapeutic delivery. We have recently successfully tendered for an opportunity to deliver group Art Therapy within four secondary schools across Edinburgh and are looking for a dynamic and self-motivated individual to oversee this work.

Reporting to the Children's Services Manager your role will involve the day to day administration, operational direction and management of this service, including line management of the delivery team. You will work closely with stakeholders including education and City of Edinburgh Council colleagues to stream referrals to the service, schedule blocks of activity and monitor the progress of the project providing regular updates to Impact Arts and Edinburgh City Council.

Please note that this project runs during school term times. During longer holiday periods (for example summer holidays) you will be asked to work on other projects, including youth based work, in a similar capacity.

Your Role

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Purpose

To lead on the successful delivery of Art Therapy Projects within Edinburgh Schools

To manage a team of Art Therapists and Art Therapy Assistants

To effectively coordinate, schedule, monitor and report on all project activity

Main Responsibilities:

- Take responsibility for the work with children and families through direct line management of the locally based Art Therapists
- Monitor quality of service being provided and ensure standards are met or exceeded through active management and monitoring of individual and team performances
- Confidently and credibly represent Impact Arts at appropriate meetings e.g. Head Teachers, Steering Groups and meetings with key funders and stakeholders
- Ensure that staff are recruited, trained and monitored in line with the organisation's quality standards for safeguarding.
- Supply accurate and timely information for funding applications and bids and confidently and articulately engage with and report to funders in liaison with Programme Manager
- Work with the Head of Operations and the Finance team in managing spend against budget for internal and external reporting
- Ensure that accurate pre and post outcome data to evidence the effectiveness of interventions is collected to strengthen the overall project aims
- Ensure that all interventions are regularly and systematically evaluated against expected outcomes
- Ensure that all art therapy and delivery staff keep accurate and up to date clinical records in line with service protocols
- Develop strong inter-agency working relationships in order to raise awareness and provide a seamless service for children, young people and their families who are accessing Art Therapy or other children's services
- 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.
- Liaise with primary schools, Head Teachers, referral agencies and partners to coordinate new referrals on a regular basis
- Ensure smooth allocation and matching of clients/art therapists, including managing their diaries

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- First point of contact for referrals, including attending Single Point of Access referral meetings and coordinating waiting lists for group Art Therapy
- Ensure referrals are appropriate and in line with Impact Art's guidelines around group make up and conduct.

Person Specification:

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

Qualifications and Experience

Essential:

SCQF level 9 in related discipline

Minimum of two years' experience in project management/coordination.

Minimum of two years' experience in the arts, community or education settings and/or experience within the third sector.

Minimum of two years' experience managing a multidisciplinary team

Desirable:

Knowledge or experience of Art Therapy interventions

Technical Skills and Knowledge

Essential:

Strong administration skills

A keen eye for detail and excellent organisational skills

Experience of collating complex information

Experience of presenting information for funders

Excellent communication skills

Effective IT skills including Microsoft Office suite

Desirable:

Experience of using a CRM

Personal Skills and Qualities

Excellent interpersonal communication skills

Approachable and empathetic manner

Energetic and committed

Imaginative and able to problem solve creatively

Excellent self-management, organisational and planning skills

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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

Disclosure Scotland

Successful candidates will be required to join the PVG scheme or to apply for a PVG update / undergo a Basic Disclosure check.

The cost of this will be covered by Impact Arts.

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