



Programme Coordinator Role Description

About Artlift

Artlift is a charitable incorporated organisation that provides a bridge between the arts and health sectors, with over a decade's track record of improving the resilience and health outcomes of patients.

Artlift offers a range of art courses for health benefits, predominantly for people living with poor mental health and/or a long-term chronic condition. GPs and other health professionals can refer people into a course of art either alongside or instead of medication and other interventions.

We also work in partnership with other health partners, e.g. developing new services for people living with cancer alongside Macmillan Cancer Support.

Terms of contract & fee

We require a post-holder from June 2019 (start date negotiable)

The role is offered on a freelance basis for 12 months, with possibility of extension (subject to funding).

The fee is between £9,600 and £12,480 for an average of 8 days per month. Additional hours may be mutually agreed at a daily rate of between £100 and £130 under a temporary amendment to contract for periods of time when additional project funding is in place.

Standard rail travel and/or mileage (at a rate of 35p/mile) will be reimbursed and, due to the confidential nature of the work, Artlift will provide the post holder with a mobile phone with an 0300 number. When the post-holder is unable to answer phone calls and emails for more than 2 successive working days (e.g. due to leave), Artlift's Executive Director will cover these duties with 3 weeks' advance notice.

Costs incurred to carry out your role will also be reimbursed (e.g. postage, printing).

You must be able to evidence your right to work in the UK and hold (or be prepared to obtain) a current, enhanced DBS check.

Location

You will work predominantly from your own home, with a requirement to collect referral forms in Gloucester / from the Executive Director at least once per week.

The role will require use of a car for travel around Gloucestershire / Wiltshire. Occasional journeys to events outside the county may also be required.

Role & responsibilities:

This role supports the Executive Director to achieve Artlift's strategic aims. Specifically, through setting up and coordinating courses, projects and residences, managing referrals and supporting evaluation and organisational administration. Responsibilities are to:

1. Provide a central point of contact and efficient administration and communications between the NHS, other referrers, artists and patients.
2. Respond to enquiries about Artlift programmes within target response times.
3. Endeavour to place potential participants in appropriate courses and to keep participants, potential participants and referrers informed.
4. Support with setting up of new residencies, including developing strong relationships with health professionals to refer in to Artlift projects and courses.
5. Carry out risk assessments as required.
6. Maintain registers and waiting lists and ensure that all information from referral forms is entered in to Monitoring and Evaluation systems.
7. Coordinate evaluation, including data collation and analysis (for the Executive Director, Board, Glos CCG, funders and the University of Gloucestershire) and oversee filing, storage, secure backup and sending of confidential client referral forms and records in compliance with our Information Governance Policy.
8. Administrate the smooth running of Artlift, including overseeing IT requirements and organisation and note-taking for meetings.
9. Support Artlift's marketing and PR plan, including promotion of Artlift courses and projects to referrers, keeping the Artlift website updated and social media responsibilities.
10. Input into reviews and organisational planning and development
11. Manage Artlift projects and associated budgets as required and agreed within capacity (or within an Amendment to Contract when agreed)
12. Respond to any other reasonable requests for duties as mutually agreed

Person specification:

Essential:

- Motivated by the desire to make a positive difference to the lives of those who face barriers due to mental and/or other health challenges
- Attention to detail and accuracy
- Experienced in balancing a varied workload, with strong time management
- Confident in working remotely with a small team
- Able to communicate (in writing and verbally) in a clear, concise, tactful and compassionate manner, with an extremely confident telephone manner
- Proven experience and achievements within a pressurised administrative role
- Experience of setting up and/or of improving existing protocols and systems
- Experience of coordinating projects and/or courses

- Experience in handling and processing and analysing data
- Highly numerate and IT literate (including advanced Excel)

Desirable:

- A strong understanding of data protection requirements, including of GDPR
- Training and/or experience in disability and/or mental health awareness
- Training and/or experience in the various aspects of marketing and promotions
- Experience within and/or a strong understanding of the NHS and health sector
- Experience of project management
- Experience of risk assessment

How to apply

Please download and complete an application form from our website www.artlift.org.

If you have any queries or if you would like to discuss submitting your application in a different format, please contact the Executive Director Cath Wilkins (cath@artlift.org / 07917 796 959).

Deadline for applications: 5pm on Monday 20 May
Interview dates: Wednesday 29 or Thursday 30 May

Note for candidates who identify as disabled:

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable, we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability in your application, you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

Artlift is an equal opportunities employer working to diversify its workforce and thereby it's talent pool and reach across the communities living in the counties where we provide services.