

**Crafts Council  
Recruitment**

**Creative Coordinator  
May 2022**







Thursday exhibition at Collect fair. Image: Iona Wolff



# About Us

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We are the national charity for craft.

We inspire making, empower learning, and nurture businesses.

We believe that craft skills and knowledge enrich and uplift us as individuals and in doing so will change our world for the better.

Established by Royal Charter in 1971 we are funded by Arts Council England as well as through fund raising and earned income activities.

Society has faced unprecedented challenges in the last year and craft has shown its value; from the many volunteers making scrubs for the NHS through to the rise in craft making at home during lockdown. Yet many craft businesses have suffered a drastic loss of income and need our support.

Our goal is to be an impactful organisation that can:

- champion craft and its positive impact on society
- increase levels of craft education at all ages
- grow the market for craft

With the Crafts Council Gallery - our new public space for craft - now open and our fiftieth anniversary campaign 'Make! Craft! Live!' in full swing, this is a really exciting time to join the team.

# Overview

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## **Job Title**

Creative Coordinator

## **Salary**

£24,000 - £26,000 gross per annum, depending on skills and experience.

## **Contract type**

Permanent, full time, 36.25 hours per week.

We are open to job shares and part time arrangements (0.8 or 0.9 FTE for this role). We offer flexible and hybrid working where possible.

## **Reporting to**

Natalie Melton, Creative Director

## **Working with**

Coordinators, Head of Public Programmes, Head of Editorial, Head of Marketing & Communications, Finance team.

## **Location**

We are based in Islington, London. We offer flexible and hybrid working where possible.

# The Role

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We are looking for a motivated and organised Creative Coordinator to work with our creative teams at the Crafts Council, providing administrative support across marketing, editorial and public programmes.

Combining coordinated support for the Creative Director with rigorous administration, you will be liaising with artists, project managers, funders and Crafts Council colleagues to help deliver a varied programme. This includes exhibitions and talks in the newly reopened Craft Council Gallery, the print publication Crafts magazine and digital content creation across our platforms.

The Creative Coordinator provides high level administrative support to the Creative Director and the Heads of Public Programmes, Editorial and Marketing teams. You will maintain databases, process invoices and expenses, set up meetings, take notes and support the management of key relationships. You will help to ensure the work is delivered efficiently and cost effectively, and work closely the Front of House team to ensure a warm welcome for events and private views.

In this role you will gain a wide variety of skills, from data insights to knowledge of the craft and visual arts sector. We offer regular training and development opportunities, and you will work alongside creative and collaborative colleagues who are experts in their field. We are looking for someone with strong administrative skills, an enthusiasm for craft and making, and a versatile and flexible approach to coordinating tasks, people and activities.



# Duties and Responsibilities

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## Main objectives

- Provide coordination support to the Creative Director for projects across the creative teams, working flexibly across these areas to ensure work is delivered to a high standard, within budget and timeline
- Support relationship management for a range of strategic projects and external stakeholders
- Undertake research, support partnership development and event coordination for editorial activities
- Track budgets and KPIs across all areas of activity, gathering and inputting data for internal and external reporting requirements

## Main duties

- Provide administrative support and coordination to the Creative Director, marketing and communication and editorial teams
- Track team KPIs, inputting into wider reporting as required and ensuring that data is produced in a timely fashion and can inform effective decision making. This includes monitoring and updating the action plans and any other cross organisational KPIs on behalf of the Creative teams.
- Coordinate all Crafts editorial events, online and in-person
- Provide event coordination support on other events generated by the Creative teams as required
- Update budgets and timelines, embedding project management protocols for Creative team projects



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- Provide ad-hoc graphic design support to Creative teams
  - Act as administrator for team budgets, ensuring programme spend is accurately recorded and tracked, and expenses accurately reconciled
  - Maintain, research and update database records as required in a timely and accurate manner and manage regular reporting
  - Support the Creative Director with diary planning and management, including arranging internal and external meetings, preparing and disseminating agendas and papers, organising refreshments and travel bookings as required
  - Undertake any other duty which may be reasonably allocated





# General

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- A strong commitment to accessibility and social justice, ensuring that we are adhering to best practice
- Assist in developing and maintaining effective teamwork across Crafts Council
- Be flexible within the broad remit of the post
- Continuously seek ways to improve personal, team and business performance
- Attend and participate in Crafts Council performance, development and training programmes
- Ensure that you comply with all Health and Safety regulations and safe working practice as required by current legislation and the Company's Health and Safety Policy and practices
- Understand the importance of equality and inclusion in the workplace
- Promote the highest level of visitor experience at all times
- This role will include occasional evening and weekend work





Workshop participant. Image: Iona Wolff



# Person Specification

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## Essential

- Good experience of working in an administrative or coordination role in a professional setting
- Good knowledge of office administrative systems and their application
- Experience of working in a public-facing or customer service role
- Excellent administration and organisational skills
- Good IT skills, including Microsoft Office
- Excellent attention to detail, accuracy and presentation
- Good time management skills, ability to manage multiple priorities and meet deadlines
- Confident written and oral communicator, comfortable dealing with people from a diverse range of backgrounds
- Commitment to equality and inclusion
- Willingness to be responsive and flexible in responding to the organisation's needs
- Good team working attitude, able to work across teams effectively and in a collaborative manner



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## Desireable

- Experience of diary management, planning meetings, producing papers and minute taking
- Budget management experience
- An interest in contemporary art, craft and design



# Guaranteed Interview Assessment

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We operate a Guaranteed Interview scheme. This means that we guarantee to interview any applicant who identifies as from African or Caribbean heritage; Arabic heritage; Latin American heritage; East Asian, South Asian and South East Asian heritage; people from traveller communities; disabled people, whose application meets the essential criteria for the role.

The previous pages detail the essential and desirable requirements for the post. For scoring purposes, Crafts Council will use the following ratings:

1. No evidence
2. Little/some evidence
3. Good evidence
4. Excellent evidence

To be invited to interview under our Guaranteed Interview Scheme, applications must meet the minimum criteria for the role. This is 65% of the shortlisting score across all essential criteria.

A minimum of two individuals will assess all applications, they will separately score all answers 1-4. The results are then converted into an overall percentage score and if this is equal to or more than 65% the candidate applying under Guaranteed Interview Scheme is invited to interview. However candidates scoring 1 in any of the essential criteria will not be invited to interview.







# Benefits Package

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We offer a number of benefits including:

## **Pay**

We are committed to paying above the London Living Wage, therefore we offer competitive salaries with annual reviews.

## **Pension**

Our pension scheme includes generous employer contributions. If you contribute 3%, we'll contribute 7%.

## **Holiday**

We appreciate that regular holiday is essential for you to be at your best. Our staff enjoy 25 days of annual leave plus bank holidays. This increases by one day a year (after five years of service).

## **Sick pay**

We don't want you to worry about money while unwell, so we offer a generous sick pay scheme – giving up to 65 days basic pay in any rolling 12-month period.

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### **Flexible working**

We understand that our staff don't leave their home life at the door! As such, we offer flexible working hours, give team members a paid day off if they move home and offer everyone an additional five days of paid leave a year for home care emergencies.

### **Season ticket loan**

After your first six months, you can apply for an interest-free season ticket loan to cover the cost of a travel season ticket.

### **Cycle to work scheme**

We help you save money on purchasing your bike and accessories.

### **Family Leave**

We are fully committed to helping our working parents achieve a work life balance, and encourage all staff to take leave during the early weeks following birth or adoption. As a result we have a very generous company maternity, adoption and paternity policies paying up to 16 weeks of additional pay.

### **Employee assistance programme**

We are committed to our team's wellbeing and provide them with an online source of self-help and wellbeing information on a wide range of topics, focused on helping them lead and maintain a healthy lifestyle.

# How to Apply

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If you feel that you have the qualities to make a difference and the desire to help build a stronger organisation, then we are very interested in hearing from you.

**To apply for this role please visit:**

[www.craftscouncil.org.uk/about/working-here](http://www.craftscouncil.org.uk/about/working-here)

Applications close: Wednesday 15 June 2022

Interviews: Week commencing 27 June 2022

We aspire to remove barriers and be open to all and strongly encourage applications from individuals currently underrepresented in the Creative and Cultural Sectors. This includes but is not limited to people of African or Caribbean heritage; Arabic heritage; Latin American heritage; East Asian, South Asian and South East Asian heritage; people from traveller communities; disabled people; LGBTQIA+ people and people from a low-income background. We fully support Access to Work applications.

To apply for the role, you must be eligible to work in the UK - Crafts Council is not a sponsoring Organisation.

**Access**

We welcome applications in written, audio or video formats. To submit applications in an alternative format, or to request information in an alternative format please email [recruitment@craftscouncil.org.uk](mailto:recruitment@craftscouncil.org.uk)

If you would like more information about accessibility before applying, please see the guide we have [here](#).





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[www.artscouncil.org.uk](http://www.artscouncil.org.uk)