



PROJECTS & OPERATIONS COORDINATOR

Job Description

Reports to: Creative Engagement & Progression Manager

Responsible for: Coordination and administration of ITT's programmes and the operations of the Trust

Liaises with: Artistic Director, Creative Engagement & Progression Manager and Creative Programmes Director, Funding and Communications Director, Trustees and Freelance Artists

Place of work: Shoreditch, London. A combination of home and office working (projects permitting.)

Hours: 21 hours (3 days a week)

Salary: £26,000 - £28,000 pro rata, depending on experience

Benefits: 15 days holiday plus a proportion of bank holidays

Start Date: Autumn 2026

BACKGROUND

Since 1995, the Irene Taylor Trust (www.irenetaylortrust.com) has led the way in using creative music making to inspire change in people in prison with its *Music in Prisons* programme and has successfully established community-based programmes for prison leavers (*Sounding Out*) and young people in challenging circumstances (*Making Tracks*).

"You helped me to realise the potential I'd forgotten I had and maintain positivity about the future since my release. You have shown me it's never too late to learn, improve my skills and progress down a new chosen career path," former prisoner on our *Sounding Out* community programme

THE PROJECTS & OPERATIONS COORDINATOR ROLE

This is an exciting time of development for ITT as we are expanding our team in order to extend the offer to our participants. The Projects and Operations Coordinator will support the Creative Engagement & Progression Manager and Creative Programmes Director with the coordination of ITT's projects and the day-to-day operations of ITT.

Key areas of responsibility:

Project Coordination

- Creating resource packs for projects
- Sending project contracts to freelance artists and beneficiaries
- Ensuring high quality monitoring, evaluation and data collection for all programmes, and supporting external evaluations where appropriate
- Inputting, collating and extracting data from SurveyMonkey for impact reports
- Posting of project CDs and Arts Award certificates
- Creation of project flyers

- Researching progression routes for beneficiaries
- Uploading project songs onto Soundcloud
- Occasional attendance on projects

Operations

- Oversee the running of the ITT office - maintaining and developing office management systems including stationery, archiving, IT, in-house print and telephones
- Play a part in ensuring HR best practice including promoting equality, diversity and inclusion; and keeping a tab on best practice advice, government guidance, and compliance with HR law (liaising with other colleagues and Trustees)
- Work with the Chair, Vice Chair and Artistic Director to schedule Board meetings; prepare and distribute papers
- Attend and collate minutes at Board Trustee meetings
- Coordinate the ITT cycle of policy review and the delivery of specific policies and action plans
- Support the Funding and Communications Director to Coordinate regulatory and legal compliance with HMRC, Companies House, Charities Commission and other relevant bodies
- Coordinate with colleagues and Trustees in the updating of the ITT risk register

HOW TO APPLY

To apply, please submit a 1-page covering letter or a 3minute video, outlining why you feel this job is for you, your personal qualities, and any transferrable skills you may have in reference to the person specification. Please send this along with a 2-page tailored CV to kitya@irenetaylortrust.com by **noon on 17th August**.

Depending on the volume of applications we receive, we may need to bring forward the closing date for applications as our small team has limited capacity.

If you would like to arrange an informal call before submitting your application, please email kitya@irenetaylortrust.com

Interviews: Will take place **25th August** at our office in Shoreditch.

EQUAL OPPORTUNITIES

At the Irene Taylor Trust, we understand that diverse perspectives strengthen our work and help us better serve the communities we aim to uplift. We actively encourage applications from individuals who bring a wealth of different experiences, particularly those from Black, Asian, and other global majority backgrounds, LGBTQIA+ communities. We are open to applications from people with a criminal conviction. We actively encourage applications from those with lived experience of the Criminal Justice System. However, due to the position having direct contact with our beneficiaries, we are unfortunately unable to employ anyone with an offence that prevents them from working with young people.

PERSON SPECIFICATION

Qualities	Essential	Desirable
EXPERIENCE	Administrative experience Experience of troubleshooting and resolving problems creatively if the solution is not immediately apparent Experience of working with computer systems Experience of being responsible for a wide range of administrative duties Experience of working in a busy office environment Experience of working as part of a small team	Experience of monitoring arts projects Level 1 Safeguarding Training Experience of working with young people and adults from challenging circumstances
KNOWLEDGE	Understanding of community engagement and charity settings	Understanding of the voluntary sector Understanding of the criminal justice system Understanding of the arts sector Awareness of current issues affecting young people in the UK Understanding of policies that related to small charities
SKILLS AND ABILITIES	Excellent IT skills appropriate to the role, including Microsoft Office Ability to demonstrate a methodical, organised and flexible approach to work Effective listening, verbal and written communication skills Ability to work effectively and positively in a small team Independent and highly organised in managing workload and meeting deadlines Ability to notice and address issues, to work with others in creating solutions Ability to maintain a high level of confidentiality and discretion at all times Ability to work collaboratively	Familiar with the Survey Monkey platform Familiar with cloud packages Ability to communicate and share your skills with passion Ability to respond positively to unexpected challenges
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	Ability to both work under own initiative and to share issues, ask for help and seek supervision appropriately Flexibility and eagerness to learn Excellent interpersonal and organisational skills. A sense of fun and passion for the work of the organisation Conscientious and good attention to detail A flexible approach to work	A keen interest in music

We are a small, highly productive team and all team members contribute to our work by:

- Being committed to social justice and the aims of ITT and bringing energy to pursuing those aims.
- Promoting equality, diversity and inclusion in all our work.
- Working effectively and positively with others in our ITT team and beyond.
- Being flexible- working beyond their job role as needed and as requested.
- Being independent and organised in managing their own workload and tasks.
- Taking a proactive approach to their tasks, spotting issues and problem-solving.
- Having “what if?” conversations- discussing new ideas and ways forward with colleagues and making appropriate plans.
- Having an external focus; building and maintaining networks and relationships which yield tangible results- outcomes for our participants, knowledge we need, partnerships, profile, introductions and funding.
- Spotting potential funding and delivery threats and opportunities, working with colleagues to understand these and towards the best outcomes.
- Listening, learning, developing new skills and adapting as ITT changes and grows.
- Following all ITT policies and seeking supervision and guidance when uncertain how to proceed or when things get difficult.