



## **Job Title: Projects Officer**

**Location:** Office-based, at Cosmopolitan Arts Centre, Parkside House, 72 Friday Street, Leicester LE1 3BW

**Hours:** 14 hours per week

**Salary:** £32,000 pro rata per annum

**Application Closing Date:** Midnight on the 9th May 2024

**Interviews to be held:** Week Commencing the 13th May 2024

### **About Us:**

Cosmopolitan Arts is a dynamic and thriving entity dedicated to curating and producing exceptional arts and cultural events. With a passion for fostering creativity and community engagement and supporting young people, we aim to bring unique and transformative experiences to our audience.

### **Overview:**

We are seeking a Projects Officer who will play a vital role in supporting our mission by ensuring the smooth operation of our facilities, managing projects and events, and facilitating the growth and development of our programs.

### **Responsibilities:**

#### **1. Project Management & Evaluation**

- Develop and implement evaluation frameworks to assess the impact and effectiveness of projects and initiatives.
- Support in the reporting and evaluation of all funded projects, including ACE NPO.
- Assist in the preparation of fundraising materials, grant applications, and sponsorship proposals.
- Coordinate with stakeholders to gather necessary information and documentation for fundraising efforts
- Support project and event managers ensuring that objectives are met on time and within budget.
- Coordinate with staff, external partners, and volunteers to execute projects successfully.
- Assist with data collection from audiences of our events and programmes.

#### **2. Event Support:**

- Draft, review, and finalise contracts for artists and performers participating in our programmes and events.
- Assist in the planning of events, including coordinating logistics, managing guest lists, and preparing event materials.
- Maintain detailed records and documentation related to event planning and execution.

### 3. Business Development Support:

- Develop marketing materials, presentations, and proposals to support business development initiatives.
- Explore opportunities for commercial development within the education and training sector.
- Conduct market research and analysis to identify potential business development opportunities and partnerships.
- Provide insights and recommendations to inform strategic decision-making.

### 4. Facility Management

- Support with opening and closing the building, ensuring security protocols are followed.
- Monitor building security systems and respond promptly to any security issues or concerns.
- Oversee the cleanliness and organisation of the facilities, ensuring that all spaces are tidy and presentable.
- Coordinate with cleaning staff to maintain a clean and welcoming environment.
- Identify equipment and resource needs for the building and coordinate the procurement process.

## Person Specification

Area of Responsibility	Requirements	Essential or Desirable	
		Essential	Desirable
<b>Qualifications</b>	Educated to a degree level <b>or</b> at least 3 years of experience in an equivalent role	✓	
<b>Experience and Abilities</b>	Exceptional organisational skills with the ability to manage multiple tasks simultaneously to meet tight deadlines. Problem-solving skills and a proactive, solution-oriented approach.	✓	
	Excellent verbal and written communication skills with the ability to interact effectively with diverse stakeholders.	✓	
	Strong attention to detail and accuracy in documentation and record-keeping.	✓	

	Familiarity with office software including Microsoft Office Suite, and desirably Google Drive	✓	
	Ability to maintain confidentiality and handle sensitive information with discretion.	✓	
	Ability to represent the organisation in a positive manner to clients, visitors, and stakeholders.	✓	
	Ability to work effectively both independently and as part of a team, contributing positively to team dynamics.	✓	
	Knowledge of Arts Council England Investment Programmes and other funding organisations.		✓
	Familiarity with event management processes and procedures, including logistics planning and paperwork management.		✓
	Familiarity with education and training accreditation processes and commercial development opportunities.		✓
	Experience in report writing.	✓	
	Reliable and trustworthy, with a demonstrated commitment to the mission and values of Cosmopolitan Arts.	✓	
	Genuine interest in and appreciation for arts and cultural activities, with a desire to contribute to the success of the organisation.	✓	
	Self-motivated with a strong work ethic and commitment to achieving organisational goals.	✓	
	Uphold ethical standards and adhere to company policies and procedures at all times.	✓	
	Ability to foster an inclusive environment that values and respects individuals from diverse backgrounds.	✓	
	Valid driver's license and access to transportation		✓
	Ability to work flexible hours, including evenings and weekends, as required by the operational needs of the organisation.	✓	

If you're passionate about arts and culture and thrive in a dynamic environment, we'd love to hear from you! Please submit your CV and cover letter detailing how you meet the person specification, when you could start, the details of 2 references and why you're interested in joining Cosmopolitan Arts to [amanda@cosmopolitanarts.co.uk](mailto:amanda@cosmopolitanarts.co.uk)

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