

Bedford Creative Arts Job Description

Job Title: **MID Programme Co-ordinator** **Person Spec**

You will have a strong interest in arts/community development and social inclusion agendas.

You will have considerable experience of project management and partnership development and are able to both drive programmes forward and develop the involvement of others. You can inspire the confidence of a diverse range of partners and stakeholders through engaging with both fine detail and broader strategy.

Category	Essential/ Desirable	To be assessed by: (A) Application (I) Interview
Experience		
Experience of fundraising through statutory sector &/or trusts/foundations	E	A/I
Able to demonstrate experience of programming, planning and implementing high quality projects and events	E	A/I
A proven track record that demonstrates competence in project management and associated financial management	E	A/I
Experience of marketing and audience development, including co-ordinating print production and communicating with the press	E	A/I
Experience of music delivery in closed &/or community settings	D	A/I
Experience of developing governance/ partnership structures	D	A/I
Skills		
Excellent administration and office management skills	E	A
Able to demonstrate very high standards of written and verbal communication	E	A/I
Able to write reports	E	A/I
Strong teamwork / collaborative skills	E	I
Confident in web development & social media	D	A
Knowledge & Understanding		
Understanding of equality issues	E	A/I
Understanding of communications and public relations	D	A/I
Understanding of community arts &/or community development and/or community cohesion	E	I

Understanding of how music can help people in difficult circumstances	D	I
Knowledge of closed institutions	D	I
Knowledge of ways of working with excluded &/or vulnerable people	D	I
Local knowledge	D	I
Personal qualities		
Sympathy with MID's aims and ethos	E	A/I
Sensitivity to delicate or complex situations	E	I
Flexible and adaptable approach	E	I
Completer/finisher	E	I
Able to reflect on own and others' practice	E	I
Commitment to your own development in the role	E	I
Other requirements		
Attendance to support evening or weekend events	E	A/I