**People of Letters Job Description**

Job Title Project Coordinator

Salary £700-750 per month gross (FTE £20-21,000pa) part-time employed

*If the person appointed has self-employed registration, then we would be open to a freelance contract, subject to HMRC clearance that the role can qualify as a freelance role. In this case we would be able to offer up to a £5,250 fixed fee for the contract.*

Contract April to October 2019 part time [2 days/week average]

Reporting to Project Manager

**Main Purpose of Job**

The *People of Letters* project will create a collection of portraits, filmed interviews and photographed artefacts. The project is taking a different look at culture, from the perspective of individuals who have supported writers of colour. This role is to ensure the smooth running of the project through the scheduling and coordination of all activity with any administration that this requires. This project is the pilot project for the *Museum of Colour* and a brief outline of that is also attached.

# Duties and Responsibilities

* To recruit workshop participants and Facebook reading group participants
* To work with the photographer to schedule all shoots and ensure their smooth running
* To work with the appointed film maker to schedule, coordinate and ensure their smooth running
* To support filming and photography as required (travel will be paid if required)
* To ensure permission contracts are signed by interviewees
* To be responsible for feedback for evaluation
* To be responsible for the transfer of all data from photographic sessions and filming and ensure that it goes to content editor
* To be responsible for room bookings, car hire and catering hires if needed
* Undertaking administrative tasks as requested
* This is not an exhaustive list. To be flexible in working with PPP and our partners.

**Person Specification**

**Essential Qualifications and Experience**

* Have at least 2 years of experience in similar roles
* Have a good working knowledge of planning, scheduling and project management
* Have an excellent working knowledge of MS office packages
* Have some knowledge and experience of web and app based project tools

**Skills and Abilities**

* Outstanding verbal and written communication skills
* Good organisational and interpersonal skills
* Ability to work to deadline and remain calm under pressure
* Ability to work effectively under own initiative as well as part of a small team
* Ability to multi-task and prioritise
* Computer literacy including Microsoft Word, Excel, Publisher, the internet, database management and social media applications
* Have an affinity with the project
* Be solutions focussed
* Have a knowledge of the cultural sector

PPP is working to meet the “Positive About Disabled People” standard. The organisation is committed to interviewing all disabled applicants who meet the minimum criteria for a job vacancy and to considering them on their abilities.

**Terms and Conditions**

* Start date: 1st April 2019
* End date: 25th Oct 2019
* £700-750 per month gross (FTE £20-21,000pa) part-time employed OR freelance fee up to £5,250 subject to HMRC clearance for freelance status of the role

**How to apply**

Please complete your details on the attached application form outlining how you meet the Person Specification and what you would be able to bring to the role. Please email your application, including details of two referees to [samenua.sesher@peoplespalace.org.uk](mailto:samenua.sesher@peoplespalace.org.uk) by **10am, 28th February 2019**.

Interviews for the shortlisted applicants will take place at People’s Palace Projects, Queen Mary University of London Mile End campus, Mile End Road, London E1 4NS week of **11th March 2019**.

**Museum of Colour**

**The overarching aim** of the museum is to build a digital platform to celebrate the contribution made by people of colour to the nation’s creative industries.

We will do this by:

1. Building galleries with new content, interviews and digital artefacts
2. Creating an online MoC Academy by carrying out a literature review to hold the most relevant and compelling writing on the subject in one place
3. Working in partnership with others to weave performance, debate and participation into the fabric of the museum

**The name Museum of Colour** (MoC) offers a ‘double entendre’. It reflects the vision outlined above; but more importantly, it provides a reminder of the primary definition of colour: **a sensory experience that aids perception and variety.** The project is people centred and will explore the work, the perspectives and everyday lives of creative individuals who have made their mark during a time when skin colour is a loaded, contested and emotional subject.

**Why now?** The digital environment provides the ability to bring art forms together in ways that buildings may struggle to do. This is very much in line with the way that artists make work. It allows us to create critical mass, provide context and better appreciate the impact.

**Project team**

People’s Palace Projects (PPP) is an arts research organisation based at Queen Mary University of London. It delivers a wide variety of cultural interventions and projects based on the following questions: How do people transform their worlds through creativity and the Arts? What difference can art make for those who live in situations of risk, violence and crisis? Who are the artists on the peripheries of our societies and how are they working to bring about change? The organisation always works in collaboration with other organisations.

The PPP associate leading MoC is Samenua Sesher [samenua.sesher@peoplespalace.org.uk](mailto:samenua.sesher@peoplespalace.org.uk)

[www.peoplespalaceprojects.org.uk](http://www.peoplespalace.org.uk/)

[www.facebook.com/PeoplesPalaceProjects/](http://www.facebook.com/PeoplesPalaceProjects/)

**Twitter**: [@peoplespalaceUK](https://twitter.com/PeoplesPalaceUK)

**Instagram**: [@peoplespalaceprojects](https://www.instagram.com/peoplespalaceprojects/)

|  |  |  |
| --- | --- | --- |
| Application for Employment This form may be photocopied; please **type** or use **black ink**.  **Please return this form to:**  Samenua Sesher, Project Manager  Samenua.sesher@peoplespalace.org.uk    **Applications close: 10am, Wednesday 28th February, 2019**  **Interview date: w.c. 11th March, 2019** |  |  |
| **Job Applied For:** **Project Coordinator, People of Letters** | |  |
| **Personal Details**  Name  Address Line 1  Address Line 2  Address Line 3  Town/City: …………………………………Post Code:  Home Phone Number ………………………………Mobile Number:  Personal E-mail Address: | | |

|  |  |  |
| --- | --- | --- |
| **References**: Please give two referees, including your present/most recent employer. | | |
| Name  Address    Post code  Telephone  Email  Relationship to/knowledge of you: | Name  Address    Post code  Telephone  Email  Relationship to/knowledge of you: | |
| Normally we contact referees after an offer of employment has been made. Do you have any objection to the reference being obtained prior to offer of employment?  [Yes] / [No] | | |
| Due to the sensitive nature of the duties the post-holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so Disclosure need not necessarily be a bar to obtaining this position.   Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?  [Yes] / [No]  If yes, please give details of offences, penalties and dates.  .........................................................................................................................................................  .........................................................................................................................................................  .........................................................................................................................................................  ......................................................................................................................................................... | | |
| If an interview date has been given,  are you available on that date? | | If you are currently employed, what notice are you required to give? |

|  |
| --- |
| Please state how many days’ sickness you have had in the last 12 months. |

|  |
| --- |
| Are you available two days a week from April to October? Please indicate any prior commitments that might impact on this |

|  |
| --- |
| **Eligibility to work in the United Kingdom**  Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers. We will require sight of the original of any one of the following documents listed below – IF YOU CANNOT PROVIDE ONE OF THESE PLEASE ASK FOR A FULL LIST OF THE HOME OFFICE DOCUMENTARY REGULATIONS AS COMBINATIONS OF OTHER DOCUMENTS ALSO FULLFIL THEIR REQUIREMENTS. Full details can also be obtained from the Home Office.   * A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom. * A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card. * A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland. * A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom. * A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay. * A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit. * An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment. |
| **Declaration**:  I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that should my application proceed to an interview, I will be required to produce supporting documentation as evidence of my qualifications, previous experience, and eligibility for employment in the UK. I understand that if I am invited for interview any relevant criminal convictions may be discussed in order to assess job-related risks.  Signed Date ............................  NB Any false statement may be sufficient cause for rejection or, if employed, dismissal. |

|  |
| --- |
| CURRENT OR MOST RECENT EMPLOYMENT (if applicable) Company name:  Job title / Post held: |
| Brief summary of responsibilities: |
| Employment commenced …  Leaving date (if applicable)..  Current salary / hourly rate …  Period of notice required… |

|  |
| --- |
| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name…  Job title / Post held… |
| Brief summary of responsibilities: |
| Dates of Employment:  Reasons for leaving … |

|  |
| --- |
| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name…  Job title / Post held… |
| Brief summary of responsibilities: |
| Dates of Employment …  Reasons for leaving…… |
| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name……  Job title / Post held… |
| Brief summary of responsibilities: |
| Dates of Employment …  Reasons for leaving…… |

|  |  |  |
| --- | --- | --- |
| **Qualifications and Training**  Please give details of your educational qualifications and training courses attended which are relevant to the job you are applying for (including institution and dates). | | |
| DATES | INSTITUTION | QUALIFICATION/TRAINING |
|  |  |  |
|  |  |  |
|  |  |  |
| **In no more than 1000 words, please outline your relevant skills and experience in reference to the job description, and explain your reasons for wanting this position.** | | |

**Checklist:**

Have you completed all sections? [Yes]/NO

Have you signed and dated the application form? [Yes]/NO

Have you completed and enclosed the Diversity Monitoring Form? [Yes]/NO

Diversity monitoring form

PPP is a National Portfolio Organisation of Arts Council England. As part of our funding agreement, we are required to send ACE diversity statistics for all of our staff and all freelancers/contractors we work with. The information you supply on this form will be kept anonymously. Please do not write your name on this form. When we receive the form back from you we will give it a code. A list of names with codes will be kept securely (not online). Thank you for your participation.

**Your ethnic origin**

|  |  |
| --- | --- |
| **Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**  Asian / Asian British  Bangladeshi  Chinese  Indian  Pakistani  Other Asian background (specify if you wish): | **White**  British  Gypsy or Irish Traveller  Irish  Other White background (specify if you wish): |
| **Black, Black British, Black English, Black Scottish, or Black Welsh**  African  Caribbean  Other Black background (specify if you wish): | **Mixed**  White and Asian  White and Black African  White and Black Caribbean  White and Chinese  Other mixed background (specify if you wish): |
| **Other ethnic group**  Arab  Other ethnic group (specify if you wish): | **Prefer not to say** |

**Your gender**

Male  Female  Non-Binary  Prefer not to say

Have you ever identified as transgender?

Yes No Prefer not to say

Your age

0-19  20-34  35 - 49  50 - 64  65+

Prefer not to say

**Your sexual orientation**

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Other (specify if you wish):

Prefer not to say

Your experience of mental health problems

Would you describe yourself as someone who is experiencing or has experienced mental health problems?

Yes.

No

Prefer not to say

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

Yes.

Please specify:

No

Prefer not to say

Please return this to s.moloney@peoplespalace.org.uk