



CONNECTING ARTS
AND HOMELESSNESS WORLDWIDE

3 Rufus Street
London, N1 6PE
Phone +44 (0)20 7012 1409
www.with-one-voice.com
Company no: 11768366
Charity no: 1183955

JULY 2020

WITH ONE VOICE JOB PACK – PROJECT COORDINATOR (FREELANCE)

Job Title:	Project Coordinator (Freelance)
Job Purpose:	To support the With One Voice team in all aspects of administrating and coordinating the company's projects, including ART Lab enquiries.
Reporting to:	Director
Contract Type:	Freelance, fixed-term. You will need to be registered as self-employed and you will be responsible for paying your own tax and national insurance.
Duration & Hours:	Approx. 8 hours (1 day) per week to the end of March 2021.
Rate of Pay:	£105.77 per day (£27,500pa full-time equivalent)
Interview Date:	Friday 16 th October

Please let us know in your application if you are unavailable for the interview dates. Interviews will be conducted online or on the phone due to COVID-19.

ABOUT WITH ONE VOICE

With One Voice is a UK charity that works at the intersection of arts and homelessness globally. To grow creative opportunities for people who are or have been homeless, With One Voice;

- commissions and disseminates research;
- designs and delivers training;
- connects people, projects and policymakers through exchanges.

Consistent with our values of creativity, equity and openness, we are entirely co-produced, with 50% of our board and staff being people who are or have been homeless.

Our small team is international, multi-cultural and multi-lingual. We know that our work is strengthened by a team from different backgrounds and with different life and work experiences, and **we actively encourage applications from anyone who feels they are underrepresented in the workforce of the arts and cultural sector**. In our own team, we know that Black and minority ethnic voices are not adequately represented and we would welcome applications from anyone who identifies as falling within these groups.

Our commitment, as an employer, is to actively support anyone who joins our team, from the point of application, all the way through their employment with us. This means a commitment to;

- fair and inclusive recruitment processes;
- fair pay;
- a transparent, flexible and supportive working environment that supports our team as individuals and their unique needs and circumstances;



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- embedding in our working culture regular opportunities to reflect upon, evaluate and adapt our practices.

If you'd like to know more about the company, the team and how we work before you apply, please get in touch by emailing matt@with-one-voice.com or calling 07572781887.

ABOUT THE ROLE

The Project Coordinator is a part-time, freelance role that will offer administrative and organisational support to the With One Voice team across a range of projects. You will work on everything from creative planning and scheduling, to logistics, note-taking and evaluation.

With One Voice is in an exciting, yet challenging, time when we are designing and delivering activity based on our new strategic plan whilst having to adapt to new realities due to COVID-19. As such, many of our regular activities are now online. Our current projects include:

- Exchanges: Arts & Homelessness Forums in London & Coventry (as part of City of Culture for 2021) and an International Arts & Homelessness Forum (all monthly)
- Artistic events; workshops in London and Coventry (online due to COVID-19)
- Advocacy, Research and Training: advocating for arts to be part of homelessness policy and systems; undertaking research into arts and homelessness and producing resources including ART Lab Enquiries (6-week research enquiries); and delivering training and capacity-building e.g. for cultural spaces

We would like to welcome someone into the team who can bring their own lived experience of homelessness into their work in order to help amplify the voices of people experiencing homelessness around the world.

As Project Coordinator, you will;

- Plan and set up a range of projects; liaising with participants, sending out invitations, making practical arrangements.
- Compile resources, take and disseminate session notes and undertake other administrative tasks, as necessary.
- Undertake research, guided by the With One Voice team, to plan and inform ART Lab enquiry sessions and other projects.
- Be part of the ART Lab steering group and contribute to the development of the ART Lab project.
- Liaise with and coordinate the ART Lab steering group.
- Represent the company at meetings and events
- Respond to enquiries about the company and its work.
- Advise, research and be proactive in approaching potential project participants/partners.
- Together with the Communications Officer, create social media content to promote the company's activities.
- Contribute actively to creative and planning discussions, always considering the viewpoints of those with lived experience of homelessness.

Please note this list is not exhaustive and additional duties, appropriate to the role, may be included. We're keen to adapt the scope and remit of the role to the successful candidate's interests and experiences.



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PERSON SPECIFICATION

This is a guide to the skills and experience we think you will need to do this job. If you have read the job description and feel that you would be a great fit, please apply – we want to hear from you.

ESSENTIAL

- A lived experience of homelessness (please note; you will not be asked to give details of your experiences at any time)
- Empathy with those who have experience of homelessness and social isolation
- Excellent planning and organisational skills
- Some experience planning small-scale, creative projects
- Great at building relationships and communicating via email/on the phone/in person
- Energetic, creative and good at working in a small team
- Very organised and able to meet targets & deadlines
- Keen to learn and develop new skills

DESIRABLE

- Some experience with social media campaigns
- Some experience of project evaluation and reporting.

How to apply

Option 1: Email your **CV and a covering letter** of no more than 2 pages, outlining how your skills and experience fit the person specification

Option 2: Email your **CV and a short video or sound file** of no more than 3 minutes, outlining how your skills and experience fit the person specification

Please send your application, along with your completed **monitoring form (downloadable from the website)** to lora@with-one-voice.com by **Monday 5th October**.

We want everyone qualified for the role to feel confident in applying for it. If the above application options aren't appropriate for you and you would like to apply in a different way, or if you would like to apply in your first language (if that is not English), then please get in touch using the below details so that we can discuss what would work for you.

If you'd like to talk anything else through or ask any questions, you can email matt@with-one-voice.com or call 07572781887.

If you require the pack or any information in a different format, please let us know.

If you have any access needs at interview stage, we will ensure that we meet them.