



Job specification

Job title:	Programme Coordinator
Reports to:	Arts and Culture Development Officer
Grade:	3.1
Salary:	26,816 (pro rata)
Hours:	21.6 hours
Contract:	fixed term until July 2024

Overall job purpose:

Cross Borders is a programme of arts and cultural activism, mentoring, commissioned projects and collaborations for and with artists, activists and cultural practitioners from refugee and other migrant backgrounds. We are looking for a creative and highly organised Programme Coordinator to work closely with our Arts and Cultural Development Officer in all aspects of planning and delivering a wide range of projects and activity. The Programme Coordinator will support effective administration, network support, create regular content and resources and regularly update digital and social media platforms, including a new website.

Through our arts and culture work, we advocate for the cultural rights of refugees and asylum seekers, where the right to creative expression, the right to participate in cultural life and the right to earn a living from artistic and cultural pursuits is widely recognised and supported across society. We work to support activists, artists and cultural practitioners with lived experience of seeking refugee protection, and who explore narratives of refugee-hood, migration and identity. We do this through listening, nurturing development, visibility and representation and collaborating and facilitating connections across the arts and culture sector in Scotland.

Key responsibilities:

- Supporting the Arts and Cultural Development Officer with the co-ordination of all aspects of Cross Borders delivery, including programming and administration, organising events and projects, preparing open calls for practitioners and communities.
- Contributing creatively to the development of quality programme activity and content, and identifying opportunities and challenges.

- Liaising and communicating effectively with artists, activists, cultural practitioners, community organisers, partners and collaborators.
- Supporting the development and maintenance of a digital platform and social media channels, where programme news, content and resources will be regularly updated.
- Pro-actively engage and consult with communities and practitioners to meet their individual needs.
- Keep accurate and organised records and adhere to confidentiality, information sharing procedures and provide monitoring information as required.
- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.



Person specification

About you:

Quality	Essential	Desirable
Professional experience and skills	Experience of any form/s of arts and cultural practice and/ or working with practitioners	Experience of working with refugees and other migrants in a community setting
	Experience working collaboratively with partner organisations and grassroots groups	Knowledge of how to organise communication in languages other than English
	Strong understanding of barriers imposed on refugees and other migrants in culture and society	Experience facilitating activities online and in person
	Experience planning and/or creating digital content	Experience of working with volunteers
	Outstanding organisation skills; able to set up and maintain efficient systems for managing information and contacts	
	Great writing and communication skills	
	Experience in a busy administrative and organising role	
Personal qualities	Proven ability to make meaningful connections with others. Passionate about supporting independent practitioners and communities.	Lived experience or of seeking refugee protection
	Outstanding communication skills – able to communicate in a clear, concise, precise and impactful way	Ability to recognise sensitivity of situations and to respond appropriately
	Creativity, initiative and a positive approach	Experience of/ and awareness of cultural differences
	Collaborative and open approach – a team player	

	Personal integrity and a commitment to principles of equality, diversity and care	

About us:

Scottish Refugee Council is an independent charity dedicated to supporting people in need of refugee protection. Our vision is for a Scotland where people are protected, find safety and support, have their human rights and dignity respected and are able to achieve their full potential. Find out more about our vision and aims:

<https://www.scottishrefugeecouncil.org.uk/about/vision-aims/>

The Programme Coordinator sits within our Policy, Communications and Communities department. We are currently working from home following government guidance but ordinarily are based at our office in Glasgow.