



## **Programme Coordinator Role Description**

**Salary:** £25,000 FTE

**Hours:** 21 hours/3 days (based on 35 hours week)\*

**Workplace:** Office (St Pauls, Bristol) with some flexibility.

**Reporting to:** Programme Manager

\*Occasional weekend and evening work. During the main Festival in June, over-time is usual. A TOIL system is used for extra hours.

### **We offer:**

- An interesting and varied role and opportunity to be part of a small dynamic team
- Training and development opportunities with our organisation and wider refugee sector.
- 30 days FTE annual leave (18 days)
- Workplace pension

### **About organisation**

Bristol Refugee Festival CIC (BRF) is a not for profit organisation that coordinates a collaborative year-round programme of events with an annual cross-art form Festival at its core, bringing refugees and asylum seekers together with their local community to celebrate inclusion and diversity.

### **Purpose of Role**

To provide high quality administrative and project support to the programme manager and team. Oversee general office coordination and assist with the planning and coordination of the main Festival programme and key in-house run events. Be the first point of contact for the organisation and deliver excellent customer service.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Office Coordination**

- Oversee general office administration - manage enquiries, pass on information quickly and accurately, oversee online diaries, schedule team meetings, buy office supplies, liaise with the landlord.
- Keep systems and procedures up to date and provide clear guidelines for the team.
- Ensure all policies and documentation up to date.
- Assist with maintenance of accurate records.

### **Programme coordination**

- Support programme manager to plan and deliver the main Festival programme and ensure effective systems and processes in place for the smooth running of operations.
- Oversee programme enquiries and submissions, liaise with partners, schedule events and oversee collation of event information and marketing copy.

### **Event coordination**

- Oversee the planning, coordination and delivery of Festival planning meetings and the Annual celebration/AGM.



- Assist programme manager with the planning and coordination of our flagship Celebrating Sanctuary event including onsite and post event coordination.

#### **Volunteer coordination**

- Assist programme manager with recruitment and coordination of volunteers.

#### **PR and Communication**

- Act as a representative to promote our organisation and activities.
- Support programme manager and PR and communication officer writing and scheduling marketing content for social media, website, newsletter etc
- Keep website content up to date.
- Share information and marketing materials as set out in our communication plan.

#### **Evaluation and Monitoring**

- Support programme manager with creating evaluation methods.
- Collate quantitative and qualitative data and keep accurate records.

#### **Finance**

- Support programme manager with maintaining accurate financial records and bookkeeping.
- Support programme manager with event budgets.

### **PERSON SPECIFICATION**

#### **Core attributes**

- Self-motivated, well-organised administrator
- Team player who enjoys being part of a small team and is able to work to their own initiative.
- Good problem-solver able to generate ideas and solutions.
- Has high standard of work and pays close attention to detail

#### **Core skills & experience**

- Recent experience of working in an administrative role and supporting others with demonstrable administrative and IT skills using microsoft or google docs (word/excel etc)
- Excellent organisational and time management skills - able to plan a range of tasks, maintain accurate records, work under pressure and to deadlines and agreed standards.
- Good project management skills - able to plan projects effectively, respond to changes and adapt plans quickly and efficiently.
- Good event management skills - able to schedule activity, liaise with venues, suppliers and crew for large and small events.
- Good teamwork and collaborative skills - receptive to new ideas and approaches.
- Good communication skills - able to communicate and present information effectively and provide excellent customer service.



- Ability to plan and maintain simple project budgets, keep good financial records and simple bookkeeping.
- Good understanding of the needs, experiences and hopes of refugees and asylum seekers.
- Understanding of the complexities of cultural diversity and the ability to work with people from a range of different cultures and backgrounds.

### **Desirable skills and experience**

- Lived experience of forced migration, the UK immigration and/or asylum system.
- Marketing experience and ability to write effective and engaging content.

### **How to apply**

If you think you are the right person to join our team, please email your CV and a short personal statement clearly outlining how you meet the attributes, skills and experience specified in the person specification and how you believe you could contribute to the success of the organisation.

Contact: [julesolsen@bristolrefugeefestival.org](mailto:julesolsen@bristolrefugeefestival.org).

Deadline for applications: Midday Wed 24th July 2024.

Interview date: Wednesday 31st July 2024

Please let us know if you have any access requirements.

We welcome applications from anyone regardless of their race, sex, disability, religion/belief, sexual orientation or age (18+) and particularly welcome applications for those who have lived experience of forced migration, the UK immigration and/or asylum process.

### **About Bristol Refugee Festival**

#### **Overview**

- Bristol Refugee Festival (BRF) is a community interest company (CIC) that coordinates a collaborative year-round programme of events with an annual cross-art form Festival at its core, bringing refugees and asylum seekers together with their local community to celebrate inclusion and diversity

#### **Vision**

- Refugees and Asylum Seekers feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

#### **Mission**

- Bristol Refugee Festival supports and facilitates newly arrived and settled communities to come together in celebration of inclusion and diversity through a year-round programme of events, with an annual cross art-form Festival at its core.



### Values

- **Celebration** Celebrating and embracing our differences whilst recognising our similarities.
- **Inclusion** Valuing all voices and the sharing of culture, skills and knowledge.
- **Collaboration** Building strong relationships with individuals & organisations whilst working towards a shared goal.
- **Integrity** Ensuring the community we serve is always at the heart of all our work.
- **Respect** Believing we are all equal and deserve to be treated with dignity and respect.

### Organisation Aims

- To celebrate and value the contribution of refugees and asylum seekers enabling them to engage with and be more active members of their community.
- To bring settled local residents and newly arrived refugees and asylum seekers together to build strong relationships in and across communities.
- To improve the health and well-being of refugees and asylum seekers and reduce social isolation.

More information at [www.bristolrefugeefestival.org](http://www.bristolrefugeefestival.org)