

Creative Arts School (CAS) Coordinator

Hours	8 hours per week (one day)
Salary Scale	SCP 14-25 (15,725-21,519) pro rata
Accountable to	Managing Director
Staff responsible for	Volunteer Team
Main working contacts	Clients, Young People, Pure Team

Main purpose of post:

To coordinate all aspects of the Creative Arts School project for Pure Creative Arts.

Main responsibilities:

1. Coordinate the Creative Arts School performance against agreed targets and budgets, and within policies and standards.
2. Oversee the performance activities at the weekly classes and holiday projects to achieve agreed targets and standards for quality, culture and legislative adherence.
3. Grow and expand the existing classes and team and develop the project as a whole.
4. Coordinate the accounts and finances of the school, under the guidance of Pure Creative Arts' Operations Manager, including working on suitable funding applications.
5. Hold appraisals with volunteers (where appropriate) and run regular team meetings.
6. Report as necessary on changes in standards (internally and externally initiated) and on performance against standards.
7. Promote the services and maintain the quality of the Creative Arts School to maintain viable numbers of students attending.
8. Liaise with service users (where impacting/affected by quality issues).
9. Adhere to Health and Safety regulations in this area.
10. Oversee the Youth Council and arrange monthly meetings.

General

1. Occasionally teaching dance/and or singing classes at both the weekly classes and holiday projects/summer schools.
2. Coordination of materials needed for each session.
3. Oversee the design aspects such as costume and set design.
4. Quality control of all the services that Pure Creative Arts School Provide.
5. To implement and follow Pure Creative Arts Policies and procedures.
6. To maintain accurate records in each area of your responsibility.
7. To undertake any training necessary and participate in the organisation's supervision and appraisal system.
8. To represent Pure Creative Arts and undertake other tasks in support of the organisation as required by your line manager.

From September 2014, any newly employed Pure Creative Arts staff will work towards raising some salary costs in personal support and developing a team of partners to support them in their work within PCA. We would be looking for someone who has a positive attitude towards this requirement, given support and training.

There is an occupation requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act.

Equal Opportunities

Pure Creative Arts is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.

Job Description

All jobs are subject to change from time to time and this job description will be reviewed regularly. This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post.

Prepared by	Rebecca Boyd
Approved by	Tamsin Evans (Director)
Date	July 2014

Signed by Post holder:

Date: