

# WHEEL WORKS

**Position:** *iProgramme Project Coordinator*

**Location:** *Belfast*

**Job Type:** *Fixed term full time post until January 2023*

*This post is funded by BBC Children in Need*

**Salary:** *NJC Scale 6 (£24,500 - £25,000)*

**Position:** *Full time, 35.5 hours per week*

**Days of the week:** *Monday to Friday and occasional evening and weekend work involved*

*Would you like to be part of our energetic, innovative team? WheelWorks youth arts charity seeks an experienced Project Coordinator to manage, promote, co-ordinate and deliver a range of its issue based arts projects and workshops across Northern Ireland for marginalised children and young people aged 10– 18 who have experienced trauma.*

This is an amazing opportunity for a highly motivated, self-starter, passionate individual who will share our vision to forge new creative and inclusive spaces that inspire and empower individuals to express what matters to them.

*You will be responsible for the planning, co-ordination, monitoring and fundraising of the latest development of the iProgramme. The post will require experience of project managing, fundraising and evaluating arts/community projects (preferably with disadvantaged young people who have experienced trauma).*

We are particularly interested in hearing from individuals with one or more of the following skills and/or experience: experience working with marginalised young people who have experienced trauma; volunteer management; project and team management; marketing; finance and fundraising.

Applicants must have excellent written, verbal and presentation skills, be detail-oriented, self-motivated, creative, social media proficient, confident and outgoing, with a can do attitude.

The application process requires the submission of application form by the 16<sup>th</sup> December 2019, followed by selection for interview and if successful then appointment to the position in January 2020.

**Deadline for Applications:** *Monday 16<sup>th</sup> of December 2019, 5.00 p.m.*

**Projected date for interviews:** *14<sup>th</sup> of January 2020.*

**For an application pack,** please email [farah@wheelworksarts.com](mailto:farah@wheelworksarts.com) call 028 90 244063 or send a large SAE to Farah Chowdhury, Manager, WheelWorks, 4c Weavers Court Business Park, Linfield Road, Belfast, BT12 5GH

