



CULTURE SHIFT HOLIDAY ACTIVITY PROJECT COORDINATOR

25 days, with 4 fixed days a week between 26 July and 27 August and 5 flexible days to include pre project set up and planning

Fee £3,000

Culture Shift is looking for a freelance project coordinator to support our summer holiday programme funded through the Holiday and Food Activity Fund (HAF). We are running 13 programmes across the 5 weeks in Hastings, Bexhill and Eastbourne. Each programme runs over 4 days, 4 hours per day and will be led by 2 arts practitioners and 1 support/coordinator role.

The role will include:

- Supporting the delivery of a four-day programme each week
- Supporting Culture Shift admin team handling queries and bookings each week
- Troubleshooting for the delivery teams
- Supporting team to deliver key programme objectives

About Culture Shift

Culture Shift is a Lewes-based arts charity that delivers positive, enriching and wellbeing activities to children and young people across East Sussex. This work includes after school creative wellbeing programmes, holiday activities and careers activities. We are committed to making creative spaces where children and young people can connect with peers and others, learn new skills and grow.

www.cultureshift.org.uk

About Holiday Activity Fund

The Department for Education (DfE) have given a grant to Local Authorities to engage community providers to deliver holiday activities with food to support children/young people on free school meals. Each programme needs to deliver fun and enriching activities, provide a meal each day and raise awareness about healthy eating. Culture Shift's programmes are being delivered in Hollington, Sidley and Eastbourne.

The successful candidate will be able to demonstrate the following:

- Self-starter and able to work independently
- Proven project coordination skills
- Ability to engage and communicate effectively with the various project stakeholders (families, artists/providers, venues, caterers)
- Experience of workshop facilitation with children and young people
- Ability to work well under pressure, make sound judgements and solve problems.

- Understanding of safeguarding procedures
- Strong ICT skills, with good experience of using Microsoft Office/365.

The role will require travel to Hastings, Bexhill and Eastbourne. Ideally the project coordinator will have a driving licence and access to their own vehicle, a mileage allowance will be paid.

Please send CV and covering letter outlining your relevant skills, experience and interest to Catherine Orbach at Culture Shift catherine@cultureshift.org.uk by 5pm June 21. Interviews Friday June 25 am. Any queries email Catherine.