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**The Poetry School**

**Job Title –** Senior Project Coordinator

**Reports to –** Executive Director

**Introduction**

**Responsible for -** The day-to-day management and co-ordination of the Poetry School programmes, sales, ACE applications and reporting, MA, projects, administration and internal systems.

**Post Objective**

To provide support to the executive director by managing and co-ordinating the day-to-day running of the Poetry School’s activities, systems and team to ensure the smooth running of a busy and dynamic organisation. To process and manage sales and enquiries and systems.

**Principal Duties**

* Manage and process incoming student bookings, calls, emails and enquiries
* Manage room bookings and class and course administration
* Organise and minute internal meetings, celebrations and events
* Keep project notes and records
* Assess, maintain and develop internal systems including IT, project management and internal communications
* Develop project strategies and schedules with appropriate team members
* Monitor project progress, schedule, budget etc
* Track and oversee incoming paperwork
* Keep Executive Director and team members up to date with current information and paperwork
* Develop and maintain organisational database and course participant information
* Ensure organisational compliance with data protection and copyright issues
* Oversee and develop MA and its administration
* Assist Executive Director in collating application details and reporting information for Arts Council England

**General**

Work in compliance with the organisation’s policies at all times.

Undertake any other duties as may reasonably be required to deliver the organisation’s objectives.