

**The Poetry School**

**Senior Project Coordinator**

The Poetry School is the UK’s largest provider of poetry education.

Founded in 1997 by poets we are an Arts Council England National Portfolio Organisation and run a variety of courses, seminars and an accredited MA with Newcastle University both face to face and online.

We celebrate our 20th Anniversary in 2017 and have ambitious plans. Based in Lambeth Walk we are a dynamic and friendly small team working with the best contemporary poets to deliver exciting and engaging courses.

We are seeking an experienced Senior Project Coordinator with excellent management, IT, communication and organisational skills. You will report to the Executive Director and coordinate internal systems and communications as well as respond to incoming queries from students and tutors, including bookings as well as develop project strategies and schedules across the organisation from our MA to our database and sales mechanisms . This is a key role in our energetic team, ensuring the smooth running of sales, enquiries, activities and our office.

**Person Specification**

* Enthusiastic and supportive team player
* Excellent telephone manner
* Unflappable, calm, multi-tasker
* Excellent and compelling communicator
* Diplomatic and tactful when dealing with sensitive information
* Resourceful problem-solver
* Highly organised and self-motivated individual, who can multitask and remain calm under pressure in a busy office environment
* The ability to work with a wide variety of people at all levels
* Resilience and flexibility in a job where no two days are the same, and a willingness to further develop the role

**Essential Knowledge, Skills, Experience**

* Knowledge of higher educational institutions with an emphasis on post-graduate courses
* Experience of working as a senior administrator and coordinator ideally with an arts or educational background
* Experience of developing and streamlining processes and systems to ensure an organisation runs with optimal efficiency
* Experience of administration and planning, including evidence of effective time management and prioritisation of duties including creating task lists for team members
* Experience of project management
* Excellent IT and web skills – including Word, Excel, PowerPoint, WordPress
* Excellent numeracy, sound analytical and research skills, with a keen attention to detail
* A high level of accountability and maturity
* Ability to oversee and assess a number of diverse projects at once

**Desirable Skills and Experience**

* Interest in contemporary poetry.
* Previous experience of working in an arts organisation or higher educational institution
* Knowledge of diversity issues within the arts
* Experience of dealing with suppliers, consultants and contractors
* Experience of working with volunteers and work placements
* Knowledge of databases, CRM, design packages
* Educated to degree level or equivalent
* Experience of working with funders/sponsors
* Experience of monitoring budgets

**Post Information**

**Salary range:** £28,000 pa.

Start date: immediate

Probationary period: 6 months

Hours: 4 days per week. Normal office hours are 9.30am – 5.30pm Monday to Friday. Some occasional off-site and out of hours working as required

Holiday entitlement: Holiday entitlement is 20 days p.a. in the first year plus statutory

public holidays and Poetry School Christmas leave.

Other benefits: The Poetry School runs a pension scheme.

Location: The post is based in London. The Poetry School’s offices are 79-83 Lambeth Walk, London, SE11 6DX

Our offices are wheelchair accessible.

The Poetry School is an equal opportunities employer.

Any job offer is made conditional to receiving satisfactory references. The candidate must also be able to provide evidence of their right to work in the UK.

**How to apply**

Please email an up to date CV and covering email / letter explaining why you would suit this exciting role to – [sally@poetryschool.com](mailto:sally@poetryschool.com)

Closing date 12pm Friday October 27th, 2017.