



The Albany
Douglas Way
Deptford
SE8 4AG

www.thealbany.org.uk
www.funpalaces.co.uk

Role: Fun Palaces Co-ordinator.
Contract: Fixed Term, 2 years with potential to extend
Hours: This is a part time role of two to three days per week.
There is some flexibility in how these hours are worked.
Pay scale: This position is currently freelance with a daily rate of £140.
In addition: Fun Palaces is a national (and international) campaign - travel across the UK is an essential part of the job.

Fun Palaces functions as a discrete ring-fenced project within the Albany, and is based at the Albany. The Fun Palaces Co-ordinator will therefore be contracted by the Albany.

FUN PALACES

Fun Palaces core team (all part-time) supports volunteers, grassroots communities, new and established organisations and practitioners across the UK (and beyond) to make Fun Palaces - free, local events using arts, craft, science, tech, digital, heritage and sport, as a catalyst to celebrate each unique community and the skills and interests of those who live there. The first weekend of October every year is Fun Palaces weekend of action. More than just a weekend, Fun Palaces is an ongoing campaign for cultural democracy, promoting culture at the heart of communities.

See attached **About Fun Palaces** for more information.

THE FUN PALACES CO-ORDINATOR

Do you believe that everyone is creative?

And that creativity in community can change the world for the better?

Do you want a flexible, varied, inspiring job that you can make your own?

Are you good at organising and bringing people together?

Are you excited by administration with excellent attention to detail?

Do you care about people, their stories, their cultures, their passions, their issues?

If your answer to all these questions is yes - you are probably the person we need.

What kind of person are we looking for?

We are looking for a person with most (but not necessarily all) of the following experience and skills:

- Administration, organisation and attention to detail
- Warm and effective communication both spoken and written
- Book-keeping and working with budgets
- Booking travel and accommodation and preparing itineraries
- Organising people and projects
- Engaging with social media platforms

We want to encourage a culture where people can be themselves and be valued for their strengths and are therefore keen to hear from a diverse range of candidates from all backgrounds with different skills and interests. We will always want different perspectives, experience and knowledge impacting on how Fun Palaces grows and develops, so while you may have a background in the cultural, voluntary and / or community sectors, it is also fine, if you don't!

We especially welcome interest from Black, Asian, Minority Ethnic, D/deaf and disabled candidates. (Please note: equal opps forms are anonymous, so if you want us to know this is you, highlight/mention this in your application)

What will the role involve?

The co-ordinator will support the work of the campaign, bring order to our very busy office, be the first point of call for our Makers and help organise the Ambassadors' programme as it grows. They will be a key member of a small team, working closely together, and contributing to shaping the organisation.

The following is just a guide to the nature of the work and will develop in line with the individual's skills/interests and the needs of Fun Palaces as we grow.

Office management and admin support

- Develop and maintain effective administrative and communication systems.
- Be the first point of contact for all initial enquiries by phone and by email.
- Maintain finance systems, including coding invoices, monitoring payments, preparing financial statements and working with the Albany team to prepare accounts for the auditors, with the support of the Albany finance team and the co-directors.
- Draft and monitor contracts, with the support of the co-directors.
- Maintain and develop databases including contact lists, demographic and other quantitative data, including ensuring all data regulations are complied with.
- Attend to the upkeep and maintenance of the Fun Palaces shared office environment, including digital resources and systems.

Project work

- Develop good working relationships with our Ambassadors, Host Organisations and Fun Palaces Makers.
- Organise and attend the four annual Action Research meetings hosted in the Ambassador areas.
- Provide administrative and facilitation support for our workshop programme, attending and delivering workshops.
- Spend the Fun Palaces weekend visiting Fun Palaces across the country, collecting stories and evidence of impact, and keeping in touch with the team who will also be travelling.
- Support our evaluation work, guiding Fun Palaces Makers through the process, chasing for data, setting up appropriate methods for collection

How do I apply for the role?

1. Upload your CV (and two referees) and one of the following - with all files named:

- a letter (either on paper or emailed) that is no longer than 500 words.
- a video that is no longer than three minutes.
- a voice recording of no longer than three minutes.
- a Power Point presentation of no more than five slides (no more than 500 words).

To this link: <https://www.dropbox.com/request/NslwrO3u3uOaObClcwLX>

Please make sure your files are all clearly named (with your name). If you are sharing your video via a link, please upload a named file, containing that link.

Everyone will be considered equally, regardless of how they choose to apply.

2. Tell us why you want to be part of the Fun Palaces team and give us details of the qualities, skills and experiences you would bring to the role.

3. Complete the equal opportunities form and upload it in as a separate document here:

<https://www.dropbox.com/request/E2qSiAFkRS8Ft29xvkjg>

4. Access

If you need to receive this information in a different format, please contact us on hello@funpalaces.co.uk or send a voice or text message to 07716 777236. We will ensure we meet the access requirements of all candidates invited to interview.

5. Timeline

- Deadline for applications: Monday 5 July at 10am
- All candidates contacted by: Tuesday 13 July
- First Interview: Thursday 15 July
- Second Interview (if required): Tuesday 20 July

#FUNPALACES

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