 

The Albany

**Douglas Way**

**Deptford**

**SE8 4AG**

www.thealbany.org.uk

www.funpalaces.co.uk

**Job title:** Fun Palaces Co-ordinator.

**Pay scale:** This position is currently freelance with a daily rate of £160.00 per day

**Contract:** Fixed Term freelance **until 31st March 2025**

**Hours:** This is a part time role of two days per week. There is some

flexibility in how these hours are worked, but you will be expected to work on Tuesdays each week.

**Location:** You will be expected to work from our Deptford office once a week on Tuesdays, and wherever you like on the other day. As 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 is a campaign to make the cultural sector fairer, more inclusive, richer and more fun, via year round campaigning and an annual weekend of celebration. We strive to celebrate everyone’s cultural life, everyone’s voice, everyone’s uniqueness. So, we take care of each other at work, develop our roles around the people in them, and respect people’s lives beyond the workplace. **We are very aware of the structural disadvantages faced by marginalised communities across the sector. If you are someone who experiences racism, sexism, ableism, classism, homophobia or transphobia, then we actively want to hear from you.**

We are looking for a Co-ordinator to support the organisation and administration of our busy 5 person team based in London.

Fun Palaces is funded by The National Lottery Community Fund, and we are grateful to Lottery Players for their support.

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**THE FUN PALACES CO-ORDINATOR**

Do you believe that everyone is creative?

And that everyone (and every community) has a right to have their cultural life celebrated and respected?

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.**

It doesn’t matter what your specific background or experience is, but we’re looking for someone who is:

* HIghly organised and accurate, able to manage and track multiple moving parts
* Friendly and warm, and able to build connections with people across and beyond the organisation
* An excellent communicator, able to clearly articulate what you're working on and what others need to know or do
* A thoughtful planner with foresight, who understands what's realistic to achieve within time and budget constraints
* A meticulous record keeper, someone who enjoys keeping track of details, maintaining logs, coding invoices.
* A speedy prioritiser, skilled at juggling multiple projects while managing deadlines
* Someone who cares about making the world better, both in how you do your work and through Fun Palace’s broader aims.
* A supportive and collaborative colleague, comfortable sharing work, ideas, and thriving in a close-knit, dynamic environment

We encourage a culture where people can be themselves and be valued for their strengths. We are keen to hear from candidates from all backgrounds with different skills and interests. We will always want different perspectives, experience and knowledge helping Fun Palaces grow and develop, so while you may have a background in the cultural, voluntary and/or community sectors, we are also very interested in hearing from you if you don’t!

**What skills will you need?**

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

* Strong administrative, organisational, and detail-oriented abilities, with a knack for keeping track of multiple tasks and deadlines independently
* Warm, clear, and effective communication skills (both spoken and written)
* Proficiency in book-keeping and managing budgets, invoices and receipts
* Experienced in booking travel, accommodation, and preparing itineraries
* A natural planner, adept at organising people and projects efficiently, and always thinking a step ahead
* Ability to work autonomously, take initiative, and stay on top of priorities without needing close supervision
* Experience collaborating with and supporting a busy team

**What will the role involve?**

As the Co-ordinator, you will play a vital role in supporting our campaign, bringing order to a busy office, and serving as the first point of contact for our Makers. You’ll help organise the central Support Hub team and be the backbone of our small, part-time but fast-paced team.

The responsibilities outlined below provide a general guide to the role, but additional duties may arise on an ad hoc basis as the needs of Fun Palaces evolve.

**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, as well as collecting team post and packages from the mailroom
* Manage finance systems, including coding invoices, monitoring payments, and preparing financial statements, with support from the Albany finance team and Fun Palaces management
* Maintain databases, including contact lists and demographic data, ensuring compliance with all relevant data regulations and security best practices
* Oversee the upkeep and maintenance of the Fun Palaces shared office environment, including digital resources and systems.
* Coordinate with Albany staff for internal room bookings, catering, guest arrangements, and workshop logistics.

 **Project work**

* Develop good working relationships with our team and Fun Palaces Makers.
* Organise and attend quarterly Action Research meetings, booking travel, catering and accommodation for a group of 15 - 25 people.
* Book team travel for conferences, events and workshops
* Provide administrative and facilitation support for our workshop programme, online and in-person
* Support our evaluation work, guiding Fun Palaces Makers through the process, chasing for data, setting up appropriate methods for collection
* Gather content, create, and distribute our monthly internal newsletter, incorporating team contributions and independent research.

**ABOUT FUN PALACES**

*“Fun Palaces (…) is a campaign or - better - an idea. The idea is that people create culture because it is essential to their being in the world. When it comes to our culture and our needs, each of us is a world expert. Fun Palaces helps us make more of who we are and what we already have*.”

François Matarasso, Community Artist and Writer, 2020

Fun Palaces is a national and international campaign working towards a world where everyone has a say in what counts as culture, where it happens, who makes it, and who experiences it.

The first weekend of October every year is the Fun Palaces weekend of celebration. This is when community ‘Makers’ run fun and locally-led activities, public venues hand over their space for a community-led takeover and/or other events like these happening throughout the year can be shared and celebrated as part of the Fun Palaces movement. You can see our reports and short films of past Fun Palaces Weekends here:

<https://funpalaces.co.uk/about-fun-palaces/evaluations/>

This is the tip of the iceberg though, as Fun Palaces campaigns year round for everyone’s culture to be celebrated, funded, and enjoyed. This means supporting cultural institutions to boldly hand over their resources to their communities; supporting communities and community members to have their brilliance recognised; connecting people and organisations locally and nationally and sharing learning as widely as we can. You can read our aims here:<https://funpalaces.co.uk/about-fun-palaces/aims-and-objectives/>

**The Team**

Fun Palaces is supported by a team of 5 based in London, with a small team of Ambassadors, based across the UK, who work out of partner organisations. Everyone works 2 or 3 days per week. Each Ambassador and each partner organisation brings their own skills, expertise and interests, and what their roles look like day-to-day is unique to each area. Crucially, the whole organisation and the partners come together quarterly for Action Research meetings in different locations across the country which allow us to share our learning, and learn from each other.

We have a culture of supporting people to take their work in the direction which makes the most of their unique skills, talents and interests. We hope that everyone in the organisation feels heard, and we know that we can always do better, and are willing to be told when we get it wrong. Everyone in the organisation has a say. in how we grow and develop, and every role can grow and develop around the person in it. Each team member works in their own way. We make space for that.

Whilst by some measures we are a diverse team, by others we are not. We are 78% White and 78% female (HQ team 67% and 83% respectively). The people taking part in Fun Palaces are more diverse. In 2022, while the Makers for whom we have data so far were 80% White, and 70% female, the majority of Fun Palaces happen in postcodes which are in the most deprived third of the Index of Multiple Deprivation, and 20% are led by someone with a disability or health condition.

**How do I apply?**

**1. Upload** your CV (including two referees) and **one** of the following formats for your application - with all files named with your full name:

 ● a letter (as a .doc or .pdf file) that is no longer than 500 words.

 ● a video that is no longer than three minutes.

● a voice recording that is 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/qeQ0sa8xf8de6j2lsW6l>

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. In your application format above, 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 (pages 2 & 3 tell you what we are looking for)

**3. Complete the equal opportunities form** and upload it as a separate document :[Get copy of the form here](https://www.dropbox.com/s/yn2ceypwj85ywh9/Fun%20Palaces%20Equal%20Opportunities%20form.docx?dl=0)
Upload completed form here <https://www.dropbox.com/request/mcTPSYZOcRPCSaWIwzD7>

**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 07383 515326. We will ensure we meet the access requirements of all candidates invited to interview.

**5. Timeline**

• Deadline for applications: Wednesday 20th November before 5pm

• All candidates contacted by: end of Friday 22nd November

• Interview (in Deptford), including a written task: Tuesday 26th November

• All candidates contacted by: Thursday 28th November

**We are very aware of the structural disadvantages faced by marginalised communities across the sector. If you are someone who experiences racism, sexism, ableism, classism, homophobia or transphobia, then we actively want to hear from you.** (Please note: equal opps forms are anonymous, so if you want us to know this is you, highlight/mention this in your application)

If you would like to talk to someone about the role before applying, the team would be happy to chat. You can get in touch with the hiring manager, Orla Nicholls on orla@funpalaces.co.uk or ring the office and leave a voicemail on 0208 692 4446, ext 203.

**#FUNPALACES**

**www.funpalaces.co.uk | www.thealbany.org.uk**

**@FunPalaces | @theAlbanySE8**