Job Description: Operations Coordinator

Part-time (16 hours per week, to be worked Tuesday - Friday, based at Project Art Works, Hastings throughout)
Salary: £10,810 - £12,108 per annum (£25,000-28,000 FTE)
Reporting to: Head of Finance & Operations

About Project Art Works

Project Art Works is an independent charity and arts organisation that collaborates with neurodivergent people, families, caregivers, and people working in culture and care. We believe that art can, through both its process and its final form, reflect and articulate ideas that transcend difference and reach people.

About the role

We are seeking a proactive and highly organised Operations and Programme Coordinator to join our team in Hastings. Working closely with programme and operations teams, you will provide essential administrative and logistical support across our creative programmes, studio, finance and operations. This is a varied and rewarding role for someone with a strong eye for detail, excellent communication skills, and a practical, flexible approach to working in a creative and collaborative environment.

Key Responsibilities

Studio Materials & Budget Management

- Liaise with the Head of Finance to manage art materials budgets for each project.
- Conduct monthly stocktakes and coordinate materials orders with CPM and lead artists.
- Credit control, producing invoices, entering transactions onto QuickBooks accountancy software.

Data Collection & Reporting

- Assist in collecting and maintaining accurate data across all programmes, including:
    - Attendance records
    - Volunteer hours
    - Support Collective and staff training activities
    - Monitoring forms for East Sussex Short Breaks and other funders
- Prepare and update studio registers.
- Support the quarterly submission of data to Arts Council England and contribute to the annual Julie's Bicycle environmental report (e.g. travel, energy, waste, water).
- Monitor and report on social media and publication reach.

General Administration

- Coordinate volunteering enquiries with team, administration of volunteer recruitment and induction, including supported volunteering.
- Coordinate and maintain up-to-date consent records, including image consent for children and young people.
- Update the Archive database (Neofinder) as required.
- Maintain accurate artist contact lists and training records.
- Take minutes at team meetings and distribute with action points.
- Ensure availability of up-to-date policy documents within the office.
- Manage "Art on Loan" documentation and condition reports.
- Assist with fulfilment and despatch of artwork sales

Building & Operational Support

- Perform and record daily, weekly, and monthly building checks.
- Maintain first aid kits and emergency evacuation supplies.
- Book contractors and manage service schedules (e.g. lifts, fire safety, alarms).
- Assist with energy contract reviews and recommendations.
- Support the set-up, delivery, and take-down of events, exhibitions, and studio days.
- Organise storage areas and assist with artwork rolling and cataloguing.
- Maintain and update asset registers and report equipment issues.

Person Specification

Essential:

- Organisational and administrative skills.
- We are unable to offer homeworking for this role – you will need to work in the office at Hastings and ideally be living locally.
- Proficient in Microsoft Office, online forms (e.g. Survey Monkey), and digital filing systems.
- Ability to manage multiple tasks and deadlines.
- Comfortable working independently and as part of a team.
- Good written, numeracy and verbal communication.
- Experience working in a creative or community-focused environment.

Desirable:

- Interest or experience in working with neurodivergent individuals.
- Familiarity with safeguarding, consent, or access requirements.
- Knowledge of basic facilities or building management.
- Experience with Arts Council England reporting or data collection for funders.
- Financial/Book-keeping experience.

- Occasional evening or weekend work may be required to support events.

How to Apply

To apply, please send the following to helen@projectartworks.org by 12pm, Friday 16th January 2026.

- Your CV
- A cover letter outlining your interest in the role and how your experience meets the requirements
- Names and contact details of two referees

This role is subject to an enhanced DBS check.