



Ever since IPR was founded in 1969, we have been committed to reducing poverty and the effects of debt in Islington. Our work enables many Islington residents to maximise their income and to deal with their debts, which also has a positive impact on the local community.

More information about Islington People's Rights can be found on our website [www.ipradvice.org.uk](http://www.ipradvice.org.uk)

### **IPR@50**

Islington People's Rights (IPR) was established in 1969, and 2019/20 represents our 50<sup>th</sup> birthday. As a result we will be celebrating our 50 years history by a series of events branded under the working banner IPR@50.

We are now looking to appoint someone with experience of developing and project managing high profile events and exhibitions.

### **Job Title: IPR@50 Co-ordinator**

#### **Description**

The role of the IPR@50 Co-ordinator is to deliver a number of events and activities in Islington that recognise the IPR's work over the last 50 years. Based on this work, the Co-ordinator will need to ensure that a legacy of materials and relationships are developed that can be used by the organisation in the future. For example, a movable exhibition and other display pieces that can be used on an ongoing basis.

The IPR@50 Co-ordinator will work closely with and be supervised by the Chief Executive and will report to the IPR@50 Working Group, made up of trustees, staff and others. The Working Group will develop and approve the 2019/20 programme of events and activities but the Co-ordinator will be expected to input ideas and ensure that practical project management matters are brought to their attention eg. timetables for decisions, resources required etc.

It is expected that there will be a wide range of individuals and groups to engage with during the year requiring strong communications skills. We are looking for a candidate with event management experience to ensure that the variety of activities happening in parallel are all delivered to a high standard.

One of the main events for which specialist skills are required is the development, curation and delivery of an exhibition at Islington Museum in November and December 2019. The candidate must therefore have experience of having successfully project managed a similar task.

Another area in which experience is required is using social media. A strong communications and outreach plan is envisaged for the year and the candidate must be proficient with digital communications.

The Chief Executive and IPR staff will be available to support the Co-ordinator although the candidate will need to show initiative and be able to work unsupervised.

### **Key Tasks and responsibilities:**

This is a challenging and varied role, with key responsibilities including:

1. Communications:
  - a. Working closely with colleagues to develop and implement a communications and marketing strategy for IPR@50.
  - b. Creating and managing communications content across multiple channels including press, social media, website and mail outs. This will include producing original content.
2. Islington Museum Exhibition:
  - a. Working closely with the IPR Chief Executive and Museum Curator to deliver an exhibition in Islington Museum in November and December 2019. This will include working with and co-ordinating the output of researchers, artists, materials suppliers, designers, volunteers, IPR users (via IPR caseworkers) and community groups and schools.
  - b. Ensuring that physical elements of the exhibition are designed to be used into the future.
3. Other events and activities:
  - a. Co-ordinating inputs to ensure the delivery of other events and activities such as a film and panel discussion at Islington Screen on the Green as well as potentially walking tours and cultural events.
4. Reporting:
  - a. Attending and contributing to meetings of the IPR@50 Working Group

### **Other Responsibilities:**

1. Support IPRs financial stability through:
  - i. Contributing to fundraising efforts linked to the IPR@50 Programme
  - ii. Ensuring opportunities for income generation via the programme are identified, developed and maximised
  - iii. Working within the programme budget to ensure efficient use of resources
2. Contributing to all data systems as appropriate and performing all tasks in compliance with GDPR regulations
3. Perform all tasks in line with the IPR's policies, including Equal Opportunities and Health and Safety

### **Working Pattern**

1 year fixed term contract, average 1 day a week, additional days as required when events are being held. Some attendance at events and meetings outside normal

working hours. The successful candidate will be able to work flexibly as part of a team. The workload will vary across the year.

### **Salary**

£29,900 FTE (pro rata). 0.2 FTE £5,980 a year, with authorised additional hours at an hourly rate of £16.49.

### **Conditions**

- One month probation period
- IPR has a work placed pension scheme with People's Pension which you may join if not auto enrolled (from 1<sup>st</sup> April 2019 minimum staff contribution 3%, IPR 5%).

### **Management Arrangements**

- The overall workplan will be agreed by the IPR@50 Working Group and IPR's Board.
- Day-to-day operational management will be by the Chief Executive.

### **Person Specification**

#### **Skills, experience and qualifications - essential**

- Project management skills with a focus on cultural events and exhibitions:
  - Successful delivery of an exhibition, preferably in a cultural setting (museum, library, gallery etc.), that involved commissioning original display materials eg artwork, display cases and display boards
- Skills in and experience of creating and managing digital content, including: social media and websites; visual campaigns and videos
- Experience of managing projects with varied partners and stakeholders with a proven ability to work to tight deadlines, manage competing priorities and adapt to changing demands
- Event management skills and budget management
- Experience of compiling materials for exhibitions
- Good written and verbal communication skills
- Delivering successful communications and marketing activities including an understanding of different audiences and targeted campaigns across all media

#### **Skills, experience and qualifications - desirable**

- Experience of working with diverse audiences and adapting activities to suit a wide range of audiences
- Experience of working with freelance artists and volunteers
- Interest and knowledge of social policy in respect of welfare rights, and interest in modern social and political history and current affairs
- Working with graphic designers to prepare promotional materials and managing print distribution
- Relevant degree, postgraduate qualification, or equivalent knowledge
- A working knowledge of museum and gallery practices

**Key Competencies:**

- Strong organisational and planning skills
- Ability to manage a number of projects simultaneously
- Ability to interact effectively with a range of audiences
- Good IT and communications skills

**Further Information**

For enquires relating to the post contact Gerard Omasta-Milsom, IPR Chief Executive through [info@ipradvice.org.uk](mailto:info@ipradvice.org.uk) or 020 7561 3683.

**To Apply**

To apply, please send your CV and a covering letter indicating your suitability for the post by 12 noon on Monday 25th February 2019 to [info@ipradvice.org.uk](mailto:info@ipradvice.org.uk)

Provisional date for interview of shortlisted candidates. Friday 8th March 2019.

IPR is fully committed to equality and diversity and welcomes applications from all sections of the community