

A painter with a beard and apron is working on a large mural. A white rectangular overlay contains the text.

# Join our team

Project Coordinator

Job Description



## Project Coordinator

**Salary: £29,000 per annum, pro rata (£17,400)**

**Hours:** Part-time, 22.5 hours per week Mon-Sat (plus occasional evenings)

**Location:** Trongate 103, Glasgow, G1 5HD

### **Job Description: Volunteer Engagement, Research and Evaluation, Learning & Skills Development.**

Project Ability supports, celebrates and provides a platform for disability, diversity and inclusion in the arts.

We are seeking a proactive and highly organised individual who shares our commitment to supporting people with learning disabilities and people with lived experience of mental ill health to achieve their creative potential. This multi-faceted role focuses on volunteer engagement, project evaluation, learning and development.

The Project Coordinator will support our yearly programme of activities by ensuring that all core projects are supported and evaluated appropriately. They will be responsible for volunteer coordination and project evaluation, leading on development of these key areas.

This is a new post, and we are looking for a person who is keen to take their career to the next level and make this role their own. The post is located in our studio in Trongate 103, Glasgow, G1 5HD.

**Closing date for applications:** 16<sup>th</sup> March 2026 at 12 noon.

**Interviews will be held in person at Project Ability on the 30<sup>th</sup> and 31<sup>st</sup> March 2026**



# **Key Responsibilities**

## **Volunteer engagement**

The Project Coordinator will play a key part in leading on and developing our volunteer programme, ensuring volunteers have a meaningful, skills-enhancing experience.

This role combines volunteer coordination, learning, and engagement with a proactive presence to attract and support volunteers from many backgrounds.

You will:

- Recruit, onboard, and support volunteers across the core programme in an approachable and empathetic manner, providing regular support and supervision.
- Match volunteers to roles that align with their interests, skills, life experiences and development goals.
- Collaborate with our core staff and tutors to embed volunteer engagement into our workshop programmes.
- Maintain records and measure volunteer engagement and learning outcomes
- Help volunteers feel supported, confident, and valued as part of our community.



## **Research and evaluation**

You will bring a qualitative approach to evaluation to observe participants and use observation and interviews as well quantitative data to capture insight into the studio practice and participants engagement, to generate insightful evidence.

You will:

- Lead on the design and delivery of evaluation projects across our core activity.
- Deliver the annual cross organisation evaluation and analyse data to support participants, care givers, facilitators, volunteers and core staff in continually developing and improving the workshop experience and support existing activities and groups to develop and grow.
- Gather feedback and monitor learning outcomes and work with key staff to efficiently collect and analyse data, craft learning and impact reports.
- Turn data into clear stories and develop case studies of change.
- Champion a culture of learning, growth, shared ownership, friendship and inclusivity.
- Help prepare reports for funding applications and reports.

## **General**

Pro-actively develop own skills, knowledge, and experience and contribute to the development of colleagues through knowledge sharing wherever possible.

Willingness to get stuck in a help our small team as needed

## **Other**

- Commitment to the charity's vision, mission and core values
- Champion and implement best practice in line with our commitment to Equality, Diversity and Inclusion.
- Ensure data is accurately recorded and processed in line with our policy and procedures, meeting GDPR requirements.
- Compliance at all times with the Health and Safety Policy and procedures and draw attention any unsafe working practice/conditions
- Demonstrate empathy and approachability in all volunteer and community interactions
- Compliance at all times with the Health and Safety Policy and procedures, adhering to Safeguarding guidelines.

## Project Coordinator – Person Specification

| Knowledge & Experience  | Essential | Desirable |
|---|-----------|-----------|
| At least 2 years' experience of working with volunteers, or coordinating community, or access-based projects with a people-centred, empathetic approach                         | X         |           |
| Excellent organisational, administrative and record keeping skills with high levels of accuracy, diligence and attention to detail  | X         |           |
| Knowledge and experience of working in an arts organisation; a charity / third sector or values-driven organisation.  |           | X         |
| Knowledge and experience of working with people with disabilities or lived mental ill health  |           | X         |
| Lively interest in and knowledge of the visual arts   |           | X         |
| Familiarity with creative or community-led arts settings.   |           | X         |
| Awareness of current issues related to the learning disability and neurodivergent community and people with lived experience of mental ill health and inclusive arts practices. |           | X         |
| Knowledge of best practice and GDPR regulations governing the use of data   |           | X         |

## Project Coordinator – Person Specification

| Skills and aptitudes   | Essential | Desirable |
|--|-----------|-----------|
| Strong interpersonal skills: ability to motivate, and empower others   | X         |           |
| Excellent communication skills with the ability to connect with people and to build and maintain lasting relationships with participants and care givers, tutors staff and volunteers. | X         |           |
| Ability to work independently and prioritise workloads, whilst also working across a range of demands; manage your own time effectively and comfortable working collaboratively        | X         |           |
| Willingness to participate in and contribute to team and organisational meetings and training, and demonstrate a commitment to continuous learning and reflection.                     | X         |           |

## Contract details

- Report to Executive Artistic Director
- Contract: Permanent
- Hours: 22.5
- Salary: £29,000 per annum, pro rata (£17,400)
- Time off in lieu for additional hours worked.
- Annual Leave: 24 days plus pro rata (14.4 days) plus bank holidays
- Probation: Three Months
- Pension: Employer contribution of 3%, matched with employee contribution of 5%

## How to apply

Please complete the application form and return to Elisabeth Gibson, [director@project-ability.co.uk](mailto:director@project-ability.co.uk)

The application deadline is **Monday 16<sup>th</sup> March 2026 at 12 noon.**

**Interviews will be held on Monday 30 and Tuesday 31 March 2026 at Project Ability, Trongate 103**

We are committed to building a culturally diverse workforce and actively encourage submissions from applicants belonging to groups that are currently underrepresented in the arts sector in Scotland particularly people of colour, those with disabilities and people from lower socioeconomic backgrounds. Please help us by completing and returning the equalities form with your application



## **Who we are:**

Project Ability is a visual arts charity located at Trongate 103, a dedicated & accessible arts hub in Glasgow city centre. We are a welcoming creative community for disabled people, people with learning disabilities and people with lived experience of mental ill health.

We deliver an accessible studio programme and a public gallery which celebrates and platforms diversity and inclusion in the contemporary visual arts sector.

We believe each and every person should have the opportunity to work within their capacity and develop at their own pace. Our workshop programme is designed to support our artists to express themselves, achieve their potential and succeed as artists. Respect for artistic and personal freedom is important to us and we care that people can grow their practice in an inclusive, creative environment.

**Our Vision** is that through participation, people gain access to unique opportunities to learn skills, grow in confidence and demonstrate their talent and ability.

**Our Purpose** is to improve the lives and well-being of people with learning disabilities and lived experience of mental ill health through engagement, development and enjoyment of visual art.

## **Taking part:**

- Improves knowledge, skills and creativity
- Improves self-confidence and self esteem
- Improves sense of self and sense of belonging

*"It has been great for my mental health, and long may it continue"*



## **What We Do:**

We deliver an extensive studio programme of workshops, masterclasses, training, exhibitions, and pathways to volunteering and employment, working from Trongate 103 over 50 weeks of the year. As well as drawing and painting, we have facilities and specialist adaptive equipment for: Printmaking, textiles, glass fusion, ceramics, digital arts and film-making. All our activities are person-centred and self-led.

The gallery and shop is open Wednesday to Saturday and delivers 5 major exhibitions each year and additional exhibitions in venues locally, nationally and internationally.

### **Core workshops:**

Our team of experienced expert artist practitioners offer support, encouragement, guidance and advice.

The **Create** programme provides creative, artistic and social opportunities for disabled children and young people. The core programme runs on Saturdays in Trongate 103 to fit around school terms with project work in schools, hospitals and communities ongoing throughout the year.

**Aspire** provides 4, 10 week blocks of workshops for adults with learning disabilities delivered over 5 days.

**ReConnect** is our programme for people with lived experience of mental ill health offering and it is delivered 4 days a week in 10 week blocks

### **Programme development:**

We work with partners in health and social care, education and arts, and culture and heritage. We share our resources, learning and expertise for the benefit of the participants. These opportunities enhance peoples' creative and social experiences, widen their prospects, increase their learning and help to build a community of like-minded people.