

## Outline of a job description

Job title	Artist KIT project coordinator
Main purposes of job	<ul style="list-style-type: none"><li>• coordinate sessional staff and sessions in line with project outcomes</li><li>• Manage relationships between sessional staff and UCI</li><li>• Coordinate and administer project</li><li>• Monitor and evaluate in line with UCI processes</li></ul>
Key tasks	<ul style="list-style-type: none"><li>• Assess organisational and programme needs to determine number and range of sessional staff and sessions needed for the project</li><li>• Meets with participants and sessional staff to assess their progress and satisfaction, as well as to conduct evaluation and impact assessment throughout the term of the project.</li><li>• Recruit participants</li><li>• Write reports and feedback to board, other staff, and funders</li><li>• Prepare annual impact assessment report</li><li>• Deliver additional sessions out with 'art' activities in line with UCI Aims and objectives</li></ul>

Key results/objectives	<ul style="list-style-type: none"> <li>• Promote the organisation, its participants efforts, and its accomplishments internally and externally</li> <li>• Manage communication among staff, both sessional and permanent, and between the organisation and its participants to share news and progress.</li> <li>• Cultivate a positive and supportive atmosphere by recognising participants and sessional staff efforts.</li> </ul>
Responsible for staff/equipment	<ul style="list-style-type: none"> <li>• Sessional staff</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Kalpana Ratnam – Roarty Chief Officer</li> </ul>