



ellenor.^x
hospice care in your home or ours

Job Description

Project Co-Ordinator (Art Trail)

ellenor.org

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Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



Job Title: Project Co-Ordinator (Art Trail)

Department: Income Generation

Contract Terms: Part-time - 30 hours per week
(21-month fixed term contract)

Salary: £25,959 pro rata

Location: Gravesend DA11 7HQ and remote working.

Responsible To: Project Manager (Art Trail)

Accountable To: Director of Income Generation

Manages: N/A

About

Us: **ellenor** is a Hospice charity in Gravesend supporting a core population of 270,000 people in North Kent and Bexley including over 45,000 adults aged 65 and above. Our Children's services extend to Bexley covering a population of around 250,000.

The organisation has an In-patient Ward, at the Hospice in Northfleet. The service also has adult, children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Our non-clinical teams play an essential role in supporting our charity. From our fundraising and supporter care team to our retail shops and warehouse operations, they help raise vital funds to further our mission. Our office teams ensure the smooth running of all departments, providing invaluable support to both staff and volunteers.

Our Vision: We are dedicated to enabling every person we support to have a seamless and personal experience, that meets their needs and wishes.

Our Mission: We are respecting patients' dignity and independence, providing quality care and supporting them and their families to live with life limiting illnesses in their homes or our Hospice.

Our Values: We are inclusive, we are caring, we are focused.



Scope and Job Purpose:

Role Purpose:

This is an incredible opportunity for an enthusiastic project co-ordinator to support the launch and delivery of an exciting art trail project across North Kent for our vital cause whilst being part of something meaningful.

In this exciting new role, you can make a real impact and shape your path by supporting this new venture for the hospice, raising the profile of our work, telling the hospice's story, and raising significant income.

As Project Coordinator, you will assist with our first-ever Wild in Art sculpture trail. You will work with a range of strategic and operational partners, including suppliers, corporate sponsors, artists, schools, community groups, and local authority partners, to support the trail's delivery, which is planned for Summer 2026.

This role will aid and support the Project Manager in delivering the project's day-to-day logistics. It will often be the first contact for a number of key internal and external stakeholders, delivering outstanding service.

You will have knowledge of the local community, specifically Dartford and North Kent, and effective communication and interpersonal skills. The role will be to manage the artists and be the primary contact for logistics associated with the painting of the sculptures. You will be able to work effectively under your own initiative as well as collaboratively within a team.

You will strive to ensure external excitement and engagement around the event and drive interest in sculpture sponsorship, visitor attraction, and auction sales.

So, if you want to step into a rewarding role where you'll be making a real difference in providing care and support when and where it is needed most, then we'd love to hear from you.



Main Duties and Responsibilities:

Key Responsibilities specific to this role

- Be a key point of contact for all project enquiries from internal and external stakeholders, promptly and politely answering questions by phone, email, and face-to-face and assisting the Project Manager in resolving queries and delivering on all aspects of the project.
- Using a project management approach, provide administrative support to the project manager with the project plan, timeline, and budget fed into the update reports.
- Responsible for the day-to-day management of the artists and coordinating the sculpture designs. This includes all artist communications, logistics, and coordination.
- Manage the artists' engagement and inform them about the trial, including key dates, events, workshops, etc.
- Ensure all enquiries and project conversations are logged on Raiser's Edge and that the database is kept up to date for all event stakeholders.
- Collaborate with Wild in Art and Walker Books, event partners, sponsors, and fundraising colleagues to effectively plan and ensure the coordination of work streams.
- Assist in planning, developing and delivering public engagement events throughout the trial, including any ad hoc fundraising events, the Farewell Auction and the final sculpture auction.
- Liaise with Marketing and Communication colleagues to ensure that all print, production, and distribution deadlines are briefed, on track, and delivered according to the project plan and timelines.
- To ensure digital communications, including the event app, are up-to-date and objectives met.
- Collaborate across all teams to identify income generation and engagement opportunities and develop a clear plan to achieve results.
- Co-ordinate and oversee event volunteers, requesting further recruitment of volunteers from HR, if required. Provide training and develop guidance and procedures for events to create exemplary Trail Makers.



Other Responsibilities

Our Care

- Work with ambition to understand our clinical models and how we deliver complex care to our community.
- Work with colleagues to become an income generation-focused charity, grow confidence and competence in handling fundraising queries and gain trust and respect to build relationships with patients and families.

Our Finances

- Support the management of budgets and targets and lead a cost-conscious culture, ensuring sustainability for the future.

Our People

- Engage and develop an inclusive, diverse, learning and collaborative culture – essentially living our values.
- Continuously learn and develop to maintain professional competence and teach others where skilled to do so.
- Role model the right behaviours and ways of working to understand ethnic, cultural, spiritual, religious and any other differences between people to ensure our patients and families feel included and supported.

Key Relationships:

Internal:

- Fundraising
- Marketing
- Retail
- Volunteers
- Clinical Teams

Externally:

- Wild in Art
- Artists
- Collaborators
- Suppliers
- Contractors
- Local authority partners
- Businesses and corporate sponsors
- Event organisers and venues (schools, colleges and universities.)

The post holder will be required to work flexibly, and duties may need to be undertaken in the evenings, at weekends, and outside normal working hours.

The role requires frequent offsite meetings and travel, so there is a genuine occupational requirement that a full driving licence and access to own transport are available.

Person Specification:

(All criteria are essential unless stated otherwise)

Education / Qualifications:

- Educated to GCSE level or equivalent professional experience.

Experience:

- Experience with / willing to use a project management database to plan and monitor progress and key milestones/deadlines.
- Experience assisting with planning and delivering successful and impactful events.

Knowledge, Skills and Attributes:

- Highly effective organisational skills, managing many tasks and prioritising to meet conflicting deadlines.
- Excellent oral and written communication skills with the confidence and professionalism to converse with various people.
- Creative and resilient approach to problem-solving/issue resolution – using creative flair to produce proactive solutions to challenges.
- Enthusiastic and empathetic manner with the confidence and professionalism to be a first point of contact for internal and external stakeholders.
- A good knowledge and experience of the hospice and not-for-profit sector
- A willingness to 'get stuck in' with logistical aspects of the trial and have a solution-focused approach.
- A strong local knowledge of the landscape, community, and religious and cultural groups.
- Strong interpersonal skills
- Strong IT skills in Microsoft Office and Outlook programmes, web and social media communications, and using CRM databases/Raiser's Edge.
- Skills and experience in marketing and communications.
- Manage complexity and day-to-day demands while managing your physical and mental well-being.
- Access to own vehicle and current driving licence with insurance for business use.

