

JOB DESCRIPTION: PROJECT COORDINATOR (TCPC1)

A Day in the Life of the Role

This is a hands-on, community-based role at the heart of our work with young people. You might start the day setting up a local venue, welcoming participants and parents, and supporting a creative workshop. You'll help keep sessions safe, focused and energised, manage group dynamics, and ensure every young person feels seen and included. On other days, you may be out in the community building relationships with families, visiting partner spaces, or spreading the word about new opportunities.

No two days are identical. What stays constant is your role in making sure sessions run smoothly and that young people have a positive, structured space to grow creatively.

Role Overview

Project Coordinator plays a central role in delivering high-quality creative programmes for young people across East London. You will be the person who keeps sessions organised, welcoming, and consistent, building trusted relationships with participants, parents, facilitators, and community partners.

This role involves a high level of independence during sessions and outreach activity. You will often be the most senior organisational representative on site, trusted to make sound decisions that protect safety, continuity, and the quality of the experience.

We're looking for someone practical, calm under pressure, and genuinely motivated by helping young people thrive through music and creativity.

Location

- East London, primarily Barking and Dagenham
- Applicants should be within approximately 30–45 minutes travel distance
- Access to a car is desirable but not essential (travel expenses reimbursed)

Contract & Hours

- Part-time, approximately 32 hours per week equivalent
- Some evening or weekend sessions may be required
- This is a fixed-term role for an initial period of 24 months, with the intention to extend subject to continued funding and organisational need.

Salary

- Typical range £24,000–£25,500 pro-rata equivalent
- Salary benchmarked against the London Living Wage at the time of appointment
- Laptop and work phone included
- Salary reviewed periodically in line with organisational capacity and funding

Reporting Structure

- Reports to the Project Manager
- Project Manager owns delivery structure and standards
- Coordinator owns on-the-ground implementation and logistics
- Acts as the senior organisational representative on site and may make practical decisions during live sessions and events to ensure safety, continuity, and quality.

Key Responsibilities

- Prepare rooms and materials before sessions
- Manage registers, sign-in, and consent forms
- Support facilitators and maintain a safe environment
- Manage behaviour and group dynamics
- Run a simple activity if staff are delayed
- Build relationships with parents and participants
- Support outreach and flyer distribution
- Coordinate volunteers on site
- Document attendance, incidents, and key observations, and share timely updates with the Project Manager.
- Collect evidence for impact measurement and stakeholder evaluation reports.

Essential Requirements

- Minimum 3 years' experience working directly with children and young people in community, education, or youth work settings
- Confident managing group behaviour and responding appropriately to challenging situations on the day
- Clear and professional communicator, comfortable engaging with parents, carers, facilitators, and external partners
- Highly organised and dependable, able to manage session logistics and outreach activity independently

- Comfortable representing the organisation during sessions and community engagement
- Comfortable using shared digital systems (e.g. online registers, Microsoft Office, Asana, shared drives) and providing clear written updates
- Strong understanding of safeguarding responsibilities when working with children and young people
- Able to travel independently to community venues across Barking and Dagenham and wider East London, including evenings and occasional weekends.

Skills and Personal Qualities We're Looking For

- A genuine interest in music, creativity or youth arts
- Able to balance the needs of young people, parents, facilitators and partners
- Resourceful and solutions-focused, especially when plans change
- Confident working independently and in community settings
- Organised and reliable, with the ability to prioritise busy workload
- Committed to inclusion and widening access for underserved communities
- Collaborative and supportive, able to work well with volunteers and staff
- Comfortable using basic data and records to support reporting and improvement.

Desirable

- Full UK driving licence and confidence driving between venues.
- First aid trained (training can also be provided)
- Knowledge of music or creative arts
- Familiarity with East London communities
- Experience supporting young people with additional needs

Growth Opportunity

- Pathway to Programme Lead or Assistant Project Manager
- Training and mentoring provided

Additional Information:

True Cadence CIC is an equal opportunity employer and welcomes applications from all qualified candidates. This role is subject to an Enhanced DBS check. Due to the high volume of applications we receive, we regret that we are unable to respond to unsuccessful applicants individually or provide feedback.