## Job Description

**Job Title:** Community Coordinator

**Salary:** £14,664 per annum on a PAYE basis

**Working Hours:** Part-time, 20 hours per week

**Holiday**: 14 days per year, including bank holidays

**Contract:** This is a fixed term two year contract with the potential for extension

**Location:** Cardiff

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## About NoFit State

NoFit State is the UK's leading large-scale contemporary circus company, producing professional touring productions and a wide variety of community, training and education projects for people of all ages. Over the past ten years NoFit State's touring productions have visited 19 different countries, played to audiences of more than 1.6 million, been critically acclaimed and won numerous prestigious international awards. NoFit State's Community Programme is well established and its strong community development ethos and close partnership work in East Cardiff sees the delivery of a large-scale, co-created circus and creative arts programme which includes outdoor events.

### The Community Programme

The NoFit State Community Programme delivers:

- free-to-access community circus and creative participation activities and events, in partner venues and outdoor spaces across the communities of Splott, Adamsdown and Tremorfa,
- paid-for community circus classes in our main building, Four Elms,
- professional development opportunities for trainers and artists and provision of space for professional training.

We support the Square Mile Partnership; a powerful multi-agency alliance of community organisations, housing associations, schools, artists, activists and statutory services including South Wales Police. Together we co-design a creative, community-led programme that meets people in parks, local venues and on their streets, removing barriers to arts participation and reclaiming public and open space through medium- to large-scale outdoor events.

NoFit State is impassioned about local residents feeling part of the community, with Four Elms being an inclusive space for our community members to build connections and contribute to what matters to them, it is important therefore that the post holder is able to work in-person from this building.

## The role

The Community Co-ordinator provides administration and project support to the free-to-access Community Programme, and to build and maintain the day-to-day relationships that make our partnership and outreach work possible.

This is an-person role - you will be part of a busy, open-plan office within an active community building, supporting a large and varied programme of community work. You will work with a wide range of people and organisations, including refugees and asylum seekers, people in supported housing, and other communities who are underserved or excluded from the cultural sector.

The Community Co-ordinator is line managed by the Community Project Manager, who retains responsibility for overall project and programme management. This role focuses on the administration, coordination and networking that underpin that work.

## Main Responsibilities

This is a key role within the Community Team as it ensures the smooth running of the operational and relational aspects of the free to access programme.

### Project and administrative support

- Providing administrative support to the Community Programme team, including updating and maintaining programme schedules, arranging and minuting meetings, and supporting project and event logistics.
- Supporting the Community Project Manager with project administration tasks, such as record-keeping, data entry, budgets and collating information for funder and evaluation reports.
- Effective use of ICT systems to maintain and create high-quality work using Microsoft Office and Canva, including publicity and marketing materials.
- Maintaining and curating community social media channels with project and partner information.
- Collecting and maintaining data, including feedback and evaluation information from community team, community members, partners and freelance artists.

### Partnership and community networking

- Supporting the building and maintaining of relationships with a diverse range of community partners, including housing associations, supported housing providers, refugee and asylum seeker support organisations, schools and other third sector organisations.
- Acting as a key point of contact for community members, partners, freelance artists and trainers, sharing information, coordinating meetings, events and gathering feedback.
- Supporting the delivery of the free-to-access circus programme in NoFit State building and in partner venues and outdoor community spaces.

- Representing NoFit State positively within partnership networks such as the Square Mile Partnership, Play Action Group and supporting the Community Project Manager's partnership working.

**Resource and team liaison**

- Booking rooms and venues for classes, sessions, meetings and training as required.
- Ordering, tracking and maintaining equipment used across the community programme.
- Liaising with Inclusive Circus Artist Trainers, Community Champions, freelance artists on bookings, schedules, session logistics and day-to-day queries.

**Events**

- Support the planning and delivery of community events both in NFS's building, and in community partner venues and outdoors eg. local parks. This involves logistical support including practical work and manual labour.

And any other duties as may reasonably be required.

This list is not exhaustive and may be subject to changes made by your line manager following discussions in your appraisal or another appropriate meeting.

## Person Specification

- You can perform administrative tasks and demonstrate the relational skills necessary for team and partnership support work
- You thrive on a variety of tasks
- You are a natural community networker, able to build relationships with a wide range of people and organisations.
- You are dynamic and adaptable, able to respond positively to frequent change in a fast-paced environment.
- You can work in a busy, open-plan office within an active community building.
- You can demonstrate the skills and understanding needed to work with diverse communities, including people facing disadvantage or exclusion.
- You are organised and able to manage multiple streams of project work, with efficient administration skills and good attention to detail.
- You embody qualities representative of an inclusive culture, valuing fairness, respect, equality, diversity and engagement.
- You have strong problem-solving skills and the ability to use your own initiative.

| **Essential skills, qualities and experience** | **Desirable skills, qualities and experience** |
|---|---|
| Confident and competent using computers and a range of IT systems, including Microsoft packages eg:- Excel, Word, SharePoint, Outlook<br>Confident and competent using social media channels | Experience of using a database and/or CRM system |
| Experience providing administrative and operational project support in a busy office or community setting<br>Good organisational skills, able to manage a varied and changing workload with multiple schedules at once | Experience of working in/with circus, arts and/or community organisations |
| Confident liaising and communicating clearly to build relationships with a wide range of partners, freelance artists and circus trainers<br>A community networker who is able to build and sustain partnerships<br>Experience of working in circus arts or other creative art discipline | Understanding of the community, voluntary or third sector in Cardiff<br>Existing relationships with local community, housing or support organisations |
| Confident engaging with diverse communities, including people facing disadvantage or exclusion, for example refugees and asylum seekers, and people living in supported housing<br>Commitment to inclusive, co-produced ways of working with communities | Lived or professional experience relevant to the communities NoFit State works with |
| Adaptable and flexible, comfortable working amid frequent change and shifting priorities<br>Is able to work in a busy, open-plan office within an active community building | |
| Strong written and spoken communication skills in English<br>High standards of literacy and numeracy | Ability to speak and write Welsh<br>Ability to speak and write other community languages, e.g. Arabic, Kurdish, Polish |
| Able to complete physical tasks to support project and event delivery<br>Can work in a team and able to use initiative to work independently on delegated tasks | Event delivery experience<br>First Aid Qualification<br>Driving licence and able to drive in UK |

**Position in the company**

- The Community Co-ordinator is line managed by the Community Project Manager.
- You will work closely with the wider Community Programme team, ICAT trainers, Community Champions, Artists, and community partners.
- You will work collaboratively with other members of the NFS core team.

**Training**

The post holder may require training in a range of software programmes and systems; training will be provided where necessary.

## Role Overview

**Salary**: £14,664 per annum on a PAYE basis
(£29,328 pro rata)

**Working Hours:** Part-time, 20 hours per week.
In-person. Days to include Tuesday and Thursday and one other day. Hours to be agreed with your line manager, with a degree of flexibility as some evening or weekend work may be required for events. Additional hours may be agreed by mutual consent.

**Holiday**: 14 days per year, including bank holidays
(20 days plus 8 bank holidays per year pro rata)

**Contract**: This is a fixed term two year contract with the potential for extension, and has a 6 month probation period.

**Location**: Cardiff - based at Four Elms, CF24 1 LE and in partner venues and community spaces across Splott, Adamsdown and Tremorfa.

The post holder will be employed on a PAYE basis. NoFit State is a Living Wage employer and complies with all employment legislation and statutory requirements as a minimum standard from which to build.

## Recruitment Process

### Key dates

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| Closing date for applications: | 12pm, Monday 9 November 2026 |
| Interviews: | Week commencing 16 November (in-person) |
| Indicative start date: | As soon as possible |

NoFit State strives to be an Equal Opportunities employer and welcomes applications from all sections of the community.

Accessibility is at the heart of our ethos and is reflected in our approach to recruitment.

If you feel you have the ability do this role, but you don't tick every box on the person specification, or you believe you would need some additional training or support to fully succeed, we would still love to hear from you. We are committed to hiring the best person for the job based on ability and potential - and can offer professional development and support in this role.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. Contact Lizzy Ferguson on lizzy@nofitstate.org.

### How to apply

Please complete the application form and equal opportunities monitoring form. You can also send us your CV, if you wish, though decisions will be based on the main application.

Please send applications to jobs@nofitstate.org

Or post them to Community Co-ordinator position
NoFit State Circus,
Four Elms Road
Cardiff CF24 1LE

Applicants must be eligible to work in the UK.

The successful applicant will be subject to a DBS check.