



## ARTS CO-ORDINATOR

### Job Description and Personal Specification

<b>Job Title</b>	Arts Co-ordinator
<b>Line Manager</b>	Deputy Director
<b>Location</b>	30-32 Upper Maudlin Street, Bristol BS2 8DJ
<b>Terms</b>	Part-time (7 hours per week)
<b>Salary</b>	Up to £26,000 FTE (DOE)

Wallace & Gromit's Grand Appeal works in partnership with Aardman to raise funds for Bristol Children's Hospital and the Neonatal Intensive Care Unit (NICU) at St Michael's Hospital. For 30 years, The Grand Appeal has led the way in children's healthcare, transforming facilities across both hospitals. By uniting philanthropy with world-class medicine, we help save lives and improve childhood health.

Our support funds pioneering equipment, life-saving technology, world-leading research and cutting-edge innovation for babies and children across the South West and South Wales. From advanced imaging and surgical robotics to breakthroughs in childhood health, our investment helps clinicians save more lives and shape the future of paediatric care.

Our long-standing partnership with Aardman remains the foundation of all we do.

We are seeking a talented individual to join our ambitious team, championing the wellbeing of the young patients, families and staff through a high-quality programme of visual arts, music, performance and cultural activity within the children's hospital and NICU.

The successful candidate will be an excellent communicator, able to build trusted working relationships across the hospital, particularly with the Play team and Hospital School, alongside clinical and non-clinical colleagues, to ensure the effective planning and delivery of The Grand Appeal's annual arts programme.

You will bring genuine passion for the arts and a strong belief in their therapeutic value in a children's healthcare setting. You will be committed to creating opportunities for children and families to experience joy, distraction, comfort and connection by recognising that enriching cultural experiences can play a meaningful role alongside clinical care.

You will also have strong organisational skills, with proven experience of coordinating projects and events, and the confidence to lead and motivate a small team of visual and cultural artists to deliver consistently high standards. You will be flexible, adaptable and comfortable working with a wide range of professionals, charities, artists and external partners.

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and The Neonatal Intensive Care Unit | [grandappeal.org.uk](https://grandappeal.org.uk)**

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Finally, you will help shape the programme's future by researching new artists and activities, listening to feedback, and evaluating outcomes so that the Grand Appeal's support remains fresh, relevant and aligned with the evolving needs of the hospital community.

The successful candidate will be expected to support the principles, values, and objectives of The Grand Appeal and be an excellent and flexible team player within the Operations and Services Team, as well as bringing enthusiasm and positivity to all elements of the role, using initiative and self-motivation to drive success.

### **What we offer:**

The Grand Appeal offers a dynamic, supportive, and rewarding workplace for its approx. 45 staff. We have a strong team culture in which all our staff play an important part. Our staff are talented, creative, ambitious and The Grand Appeal's most important resource.

- Competitive salary
- Generous holiday allowance
- Healthcare plan (after probation)
- Pension scheme (including salary sacrifice)

If this sounds like the right workplace for you, you have the required skills and experience, and you are looking for a new challenge, we would love to hear from you.

This role is based at our HQ opposite Bristol Children's Hospital on Upper Maudlin Street. The role will require onsite working at all times.

### **How to apply:**

To apply, send your completed application form and a copy of your CV to [jobs@grandappeal.org.uk](mailto:jobs@grandappeal.org.uk).

The closing date for applications for this role is 11.59pm on 4<sup>th</sup> March 2026. We will be interviewing on a rolling basis from 23<sup>rd</sup> February and could close the vacancy early if a suitable applicant is appointed.

For an informal discussion about the role, please contact Helen Bromley, Senior Operations & Services Manager on 0117 927 3888 or [jobs@grandappeal.org.uk](mailto:jobs@grandappeal.org.uk).

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## Key tasks and responsibilities:

### Core Activities

- Plan and coordinate The Grand Appeal's annual arts programme, 'Arts Unleashed', delivering a wide range of arts, cultural performances, workshops and events.
- Provide a range of high-quality activities and cultural opportunities for young patients of all ages including, for example, art, crafts, music, dance, animation and poetry.
- Source, recruit and commission artists and musicians to fulfill a wide-ranging programme of activity.
- Work with the Grand Appeal and the Play and School team at the Children's Hospital to encourage patients, families and staff to participate in the arts programme.

### Key Responsibilities

- Plan and oversee the annual arts programme budget to ensure value for money.
- Ensure all third-party providers are trained and contracted in line with the Grand Appeal's requirements.
- Ensure proportionate access to creative activities throughout the hospital.
- Work with the wider Grand Appeal team to publicise and promote the charity through the arts programme, Arts Unleashed.
- Liaise with the Grand Appeal communications team on all activity.
- Collect data and feedback to evaluate the arts programme.
- Liaise with UHBW Health and Safety, Infection Control and Estates departments to ensure activities are safe and appropriate for the hospital setting.
- Develop new projects and ideas in consultation with the Charity, hospital Play and School departments.
- Always maintain strict patient confidentiality, ensuring that any personal or sensitive information is accessed, used and stored only where necessary, and always in accordance with UK GDPR legislation and relevant hospital and charity governance policies.
- Maintain a high standard of professionalism at all times.

### Additional Responsibilities

- Develop external relationships to identify potential creative and musical opportunities.
- Research the arts availability at similar locations to ensure that the programme is fresh and innovative.
- Consult with children's hospital and NICU groups (e.g. Young People's Involvement group, Liaise, Child and Family Services group) to collaborate on events and celebrations.
- Attend events as reasonably requested by The Charity.
- Encourage participation in Grand Appeal and national events where appropriate.

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### Other tasks

- Support the wider team as required with other tasks and duties.
- Represent the charity at events, where appropriate

All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. While they list some key tasks there will always be tasks that arise and can be reasonably expected of the role.

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## Person specification

E = essential

D = desirable

## Experience and knowledge

Importance	Criteria	Assessment Method
E	Experience of managing a range of stakeholders	Application Interview
E	Experience of planning and delivering projects and / or a scheduled programme of events	Application Interview
E	A strong knowledge and awareness of the therapeutic benefits of the arts	Application Interview
E	Experience of measuring and evaluating the impact of a project or programme to ensure its successful future delivery	Application Interview
D	An understanding of health and safety and infection control procedures	Application Interview
D	Experience of managing a small team, inspiring them to deliver excellence	Application Interview

## Skills and abilities

Importance	Criteria	Assessment Method
E	Excellent communication skills	Application Interview
E	Ability to demonstrate passion and enthusiasm for the arts	Application Interview
E	Ability to curate an exciting and varied programme of events	Application Interview
E	Excellent stakeholder and people management skills	Application Interview
E	Ability to listen to feedback to shape future activities, being open to change and networking with others to develop ideas	Application Interview
E	Ability to inspire team members to excel in their delivery of performances, workshops or events and take pride in their contribution to the programme	Application Interview
E	Good IT skills; confident in the use of Microsoft Office, CRM databases.	Application Interview
E	Commitment to continuous personal development.	Application Interview
E	An approach to mirror our values: supportive, professional, collaborative, creative and confident.	Application Interview

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## Other requirements of the role

Importance	Criteria	Assessment
E	Working flexibly and providing support for the wider team.	Application Interview
E	Completing annual appraisals and personal development, including mandatory training required by the charity.	Application
E	Willingness to occasionally travel to events and work outside of normal working hours. TOIL will be provided in most circumstances.	Application
E	Keeping up to date with and adhering to current policies, procedures, and relevant legislation.	Application
D	Holding a current driving licence and access to a car.	Application

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