



Freelance Programme Support Coordinator Brief

WAHWN is seeking an experienced and motivated Wales based freelance Programmes Support Coordinator, 2 days per week, to support coordination and facilitation of a number of national programmes and events.

Bringing additional capacity and expertise to WAHWN between late April 2023 – March 2024, you will support the Director and Programmes Manager on a number of programmes, including:-

- Facilitation and coordination support for peer learning group sessions
- Supporting monthly network meetings and training events
- Market Places
- Conference coordination support

Essential Skills, Knowledge and Qualities

- Knowledge of the arts and health sector in Wales and the role of the arts in benefitting health and wellbeing
- Proven track record of supporting online events
- Experience of supporting large scale events
- Experience and confidence in setting up and supporting tech at online meetings and events (Teams and Zoom) - including but not limited to, Jam Board, Miro, setting up and managing breakout sessions
- Excellent coordination and admin skills
- Good knowledge of Microsoft Outlook – Word, Excel, PowerPoint and Outlook
- Confident communicator
- Solution-focused, adaptable and calm
- Ability to work autonomously, with limited supervision

Desirable Skills and Knowledge

- Verbal and written Welsh language skills
- Familiar with the national artistic/creative community in Wales

Fee

An inclusive fee of £8800 is available for an anticipated 2 days per week between late April 2023 – March 2024, based on an average of £200 per day.

Up to £1000 is available for expenses against receipts (travel, accommodation and subsistence, including costs of attending meetings and events and visiting partner organisations, as appropriate).

Summary Terms and Conditions

Role: Freelance Project Coordinator

Reporting to: WAHWN Director and Programme Manager

Contract type: time-limited freelance contract for services. The Programme Support Coordinator will be paid a fee on submission of invoices (fortnightly or monthly to be agreed).

Fee: £8800 (including VAT). The Programme Support Coordinator will be responsible for their own tax and National Insurance

Location: The Programme Support Coordinator will work from home (or own office base), will have access to their own equipment, and will be based in Wales.

Expressions of Interest

Please send your expression of interest to Angela Rogers, WAHWN Director, info@wahwn.cymru by **24th March at 12 noon**. Expressions of Interest should include: -

- A letter of no more 500 words detailing your relevant experience and suitability in reference to the brief and person specification.
- CV
- The details of two referees (who will only be contacted when an offer has been made)

Please also complete the Equalities & Diversity Monitoring Form:

<https://forms.office.com/e/ZdmPi92nUy>

Interviews

Candidates will be informed if they have been shortlisted week commencing **3rd April**. Interviews will be held week commencing **17th April**. Please let us know in your Expression of Interest if there are any dates that week you are unavailable for interview. Interviews will take place online and last approximately 40 minutes.

WAHWN is committed to equality of access to its employment and services. We welcome applications from all sections of the community. Should you need this information in another format please contact us at info@wahwn.cymru

About WAHWN

WAHWN is the leading sector support body for arts and health in Wales. WAHWN benefits from a rich web of connections with both strategic partners (public bodies, funders/investors, health partners and universities) with whom we have built excellent and established relationships. We also have access to a tremendous wealth of knowledge, creativity, energy, ideas and innovation through our relationships with our 'feet on the ground' via our 680+ network members. Feeding into our knowledge bank, the work of our network and, in return, our support of the network in terms of training, consultancy, capacity building, networking and creating a national voice for the sector, offers a mutually supportive and collaborative union.

WAHWN is just of the back of two major national programmes [How Ya Doing? Sut Mae'n Mynd?](#) Artist wellbeing programme and [HARP \(Health Arts Research People\)](#). We have ambitious plans over the coming years to build on the legacy of both of these programmes.

Peer Support Learning Groups

WAHWN facilitates regular online peer support learning groups bringing together Arts Council Wales arts and health Lottery grantees to explore project challenges and achievements in real time. This programme buildings on the HARP (Health Arts Research People) programme recommendations for arts and health networks

Market Places

WAHWN Market Places are regional face to face networking events bringing arts practitioners and social prescribers or Community Connectors together to network and share the benefits of the arts in creative prescribing. WAHWN's recent online Creative Connections wellbeing event for Community Connectors attracted 60 delegates from across Wales, with 86% reporting they are now more likely to refer clients to the arts.

Training and Network Events

Training and network events are a core part of WAHWN's programme. Through monthly themed online network events we support members to connect and share around key priorities in the sector bringing in external contributors where appropriate to share best practice. WAHWN also delivers 2-3 training events per year. Previous training has included creative evaluation, measuring social return on investment and enhancing healthcare environments.

Conference

In Autumn 2023, WAHWN will deliver a face-to-face conference bringing arts and health professionals together to connect around some of the key health challenges in Wales and explore the role of the arts within this.