



Job Description

Title: Reuse and Reduce Project Coordinator

Organisation: Founded in 2004, Ricefield Arts & Cultural Centre is a registered charity and social enterprise based in Glasgow that has gained an excellent reputation for delivering original and inspiring Chinese arts and cultural experiences for arts audiences and diverse communities in Scotland.

Description: Ricefield Art's **When Red, Go Green** climate change project will involve several strands of activity, with the overall aim of reducing the carbon footprint of members of our community. This role will involve the overall coordination of our 'Reuse and Reduce' sub-project activities which include: an online Chinese books catalogue, a mini Chinese books library, swap shop events, clothes repair classes and facilities, and up-cycling workshops.

Duties:

- Manage 'Reuse and Reduce' sub-project, and coordinate all workshops and events under this sub-project
- Liaising with workshop leaders and artists
- Engaging with project participants
- Working with volunteers to support project activities
- Coordinating workshop schedule and attendance
- Generating donations for Chinese book library, and maintaining online catalogue and book-borrowing
- Maintain good relations with project partner organisations in the public, private and voluntary sectors.
- Promoting project activity, in conjunction with marketing team
- Delivering climate change engagement activities with wider project team
- Project quarterly report writing and liaising with funder for monthly claims submission
- Other duties as required for event delivery

Skills/experience required:

- Fluent English and Chinese Mandarin language (spoken and typed)
- Experience of event and workshop organisation and delivery
- Ability to communicate effectively with diverse audiences
- Strong organisation and time management skills
- Awareness of climate change issues
- Knowledge of Chinese culture





Location: B32, Baltic Chambers, 50 Wellington Street, Glasgow G2 6HJ

Hours worked: part time, 21 hours per week

Salary: £18,000 (pro-rata)

The post is fixed term until 31st March 2020

How to apply:

Please complete the application form and Equal Opportunities form, send to:

info@ricefield.org.uk

CVs will be not accepted.

Closing Date: 5pm, Tuesday 18th April 2018

Interview Date: Tuesday 24th April 2018

This position is funded through the Scottish Government's Climate Challenge Fund.

