



# UNIQUE VOICE

**USING CREATIVITY TO  
EXPLORE, EDUCATE & EMPOWER**

**Project Coordinator  
Role Overview**

# ABOUT US

Unique Voice is a nationally accredited social enterprise working on the frontline in schools and communities across the South West. We deliver creative programmes that use the arts to make a meaningful and lasting social impact.

We deliver programmes designed to foster the social and emotional development of young people. Our work, which spans fully funded holiday clubs, parent-paid sessions, community outreach and school projects, is committed to safeguarding and early intervention. We provide topical and engaging programmes through various creative mediums, including performances, films and workshops.

At the heart of everything we do are our core values – **Compassion, Creativity, Curiosity, Collaboration and Change** – guiding our work to empower young people, strengthen communities and inspire social change.

We use creativity and the arts to develop our work, and use creative practices such as drama, storytelling, poetry, music, art and digital media to;



**HELP DEVELOP TOOLS TO NAVIGATE ADVERSE EXPERIENCES**



**PROVIDE SAFE SPACES TO PLAY AND EXPRESS EMOTION**



**ENCOURAGE PROBLEM-SOLVING AND CRITICAL THINKING**



**PROVIDE SPACE TO EXPLORE AND DISCUSS CHALLENGING ISSUES**

# JOB SPECIFICATION

## JOB TITLE

**Project Coordinator**

## CONTRACT TYPE

Full-time, permanent position. Monday - Friday office hours (working hours may vary, some evening or weekend work may be required depending on project delivery needs)

## PAY RATE

Starting Salary £30,000 - £32,000 per annum, based on experience

## LOCATION

Unique Voice Head Office, St Bonaventure's Business Centre, Friary Road, Bristol BS7 8AF

- Travel to project locations as required
- Remote working opportunities

## ABOUT THE ROLE

We are seeking a highly organised, proactive, and adaptable Project Coordinator to oversee the successful planning, coordination, and delivery of multiple creative and community-based projects from start to finish.

This role is central to ensuring our projects meet their objectives – on time, within budget, and to the highest standard. You'll hold responsibility for the full project life cycle: from planning and preparation through to delivery, evaluation, and reporting.

You'll bring exceptional organisation, strong communication skills, and the confidence to problem-solve and make decisions independently. You'll thrive in a busy environment, working under pressure to meet milestones, adapt to change, and ensure every project upholds Unique Voice's values.

## KEY RESPONSIBILITIES

### Project Planning and Delivery

Lead the coordination of multiple projects across their full life cycle - from planning and preparation through to delivery and evaluation.

- Work to detailed project plans, including milestones, budgets, and risk assessments.
- Oversee project budgets, monitoring expenditure, forecasting costs, and ensuring financial accountability.
- Implement risk analysis strategies, anticipating challenges and responding with creative, practical solutions.
- Coordinate schedules, staffing, logistics, and resources to ensure projects run smoothly and meet agreed objectives.
- Manage people and teams, including recruitment support and coordinating freelance staff, and ensuring clear communication and accountability.
- Support data collection and project evaluation, ensuring reporting reflects outcomes and impact.

### Relationship and Partnership Management

- Build and maintain strong, positive relationships with schools, community partners, funders, and freelancers.
- Represent Unique Voice professionally, nurturing partnerships that enhance our reach and impact.
- Communicate regularly with key stakeholders, providing updates, managing expectations, and ensuring collaborative delivery.

### Operational Excellence

- Collaborate closely with the Operations Manager and team to ensure effective coordination across all organisational priorities.
- Contribute to ongoing process improvement, identifying opportunities to strengthen systems, communication, and project outcomes.
- Take initiative to adapt when challenges arise, working creatively and independently to find solutions.
- Remain calm and effective when working under pressure, particularly during delivery peaks or tight deadlines.

### Additional Requirements

- Flexibility to adjust working hours depending on project delivery times.
- Willingness to travel to project sites, meetings, and community events as required.

# JOB SPECIFICATION

## ABOUT YOU

You are a natural organiser and communicator who enjoys bringing people, structure, and creativity together to make great things happen.

You take pride in delivering projects that have social purpose and tangible community impact, and you know how to bring clarity, empathy, and enthusiasm to every interaction.

You'll have a proven track record of coordinating multi-faceted projects, with a clear understanding of what it takes to manage them through every stage – from launch to completion.

You communicate clearly and confidently with a wide range of people, from school staff and creative freelancers to community partners and funders, building strong, trusting relationships along the way.

Guided by our core values – **Compassion, Creativity, Curiosity, Collaboration, and Change** – you thrive in a role that values both structure and imagination.

You're confident working independently, take ownership of outcomes, and bring a calm, adaptable approach to problem-solving.

Above all, you're motivated by the opportunity to make a difference and to support others through meaningful, creative work.

## ESSENTIAL SKILLS AND EXPERIENCE

- Proven experience coordinating complex, multi-partner projects through their full life cycle.
- Strong understanding of project management processes, including planning, budgeting, monitoring, and evaluation.
- Demonstrated ability to analyse and manage risks, identifying issues early and implementing improvements.
- Experience in budget management and financial tracking.
- Strong administrative skills, with proficiency in using spreadsheets, databases, and project management software for planning, budgeting, and data tracking, alongside the ability to quickly learn and adapt to new digital tools and systems.
- Proven ability in supporting people – including working with freelancers, partners, and creative teams – to achieve shared goals.
- Highly organised with the ability to manage multiple priorities and meet deadlines.
- Strong communication and interpersonal skills – a true “people person” who can build rapport and work confidently with a wide range of personalities and “big characters.”
- Confident problem solver with initiative and the ability to make decisions independently.
- Calm, resilient, and adaptable when working under pressure or to tight timelines.
- A full driving licence and access to a vehicle.

## DESIRABLE

- Experience in the creative arts, education, or non-profit sector, particularly with children and young people.
- Awareness of safeguarding and GDPR best practice.
- Confident using Mac-based software and project management tools.

# APPLY TO JOIN US

## EMPLOYEE BENEFITS

At Unique Voice, we are passionate about supporting our team as much as the communities we serve. Our people are at the heart of everything we do, and we work hard to ensure the workplace is creative, inclusive, and supportive.

Our current employee benefits include:

**Our employee benefits and remunerations structure are currently under going a review in consultation with our team, with outcomes to be initiated from January 2026**

- Flexible working patterns to support work-life balance and project delivery needs.
- Remote working opportunities (remote working is limited during training and development/probation periods, alongside periods of delivery where working from our office is essential).
- 28 days annual leave (including bank holidays) plus one day Birthday Leave and wellness leave.
- Creative and collaborative working environment, where new ideas are encouraged and celebrated.
- Professional development opportunities, including access to training, mentoring, and skill-sharing within the team, learning and development budget per employee.
- Employee wellbeing support, including wellbeing check-ins and access to resources to support mental health.
- Opportunities to attend and support creative events, workshops, and performances.
- Annual Company Events, alongside inclusive creative socials and cultural experiences designed to inspire and connect us.
- Community impact - work that makes a tangible difference to children, young people, and families across the South West.

## APPLICATION DETAILS

Please apply using the following link:

**Unique Voice [Application Form](#)**

Please see [additional guidance](#) on our application process.

## CLOSING DATE: Friday 14th November

Please note, if we receive sufficient applications prior to the closing date, we may close the application process early.

## INTERVIEW PROCESS:

### Stage 1: First Interview w/c 17th November

- Online interview lasting up to 45 minutes, does not require any work in preparation, an opportunity for us to learn more about you and explore your application further.

### Stage 2: Second Interview w/c 1st December

- In-Person interview lasting up to 60 minutes, will require a number of role related tasks to be completed ahead of the interview, and a presentation to be shared with the interview panel.

## START DATE: December 2025

- Online training to begin w/c 15th December
- In-person visits to our community provision on **22nd and 23rd December**
- Full time January 2026.

## SAFEGUARDING AND SAFER RECRUITMENT

Unique Voice is committed to safeguarding children and young people. All staff are expected to uphold the highest standards of professional conduct and child protection. The successful candidate will be required to complete an Enhanced DBS check prior to appointment.

## EQUALITY, DIVERSITY & INCLUSION

Unique Voice is committed to building a diverse and inclusive team. We welcome applications from people of all backgrounds, abilities, and lived experiences. We are happy to discuss adjustments or alternative formats to support your application.

## CONTACT OUR BUSINESS MANAGER

Email: [meg@uniquevoice.org](mailto:meg@uniquevoice.org)

Phone: 0117 428 6240

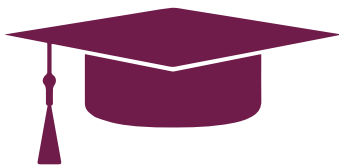
# OUR SERVICES

Our work lives in three main categories:



## COMMUNITY

With the support of the DfE, local businesses and our Help100 Club, we provide free holiday provision and activity packs for hundreds of disadvantaged children and young people each year. Please follow this link to read our [Social Impact Report 2024-2025](#).



## EDUCATION

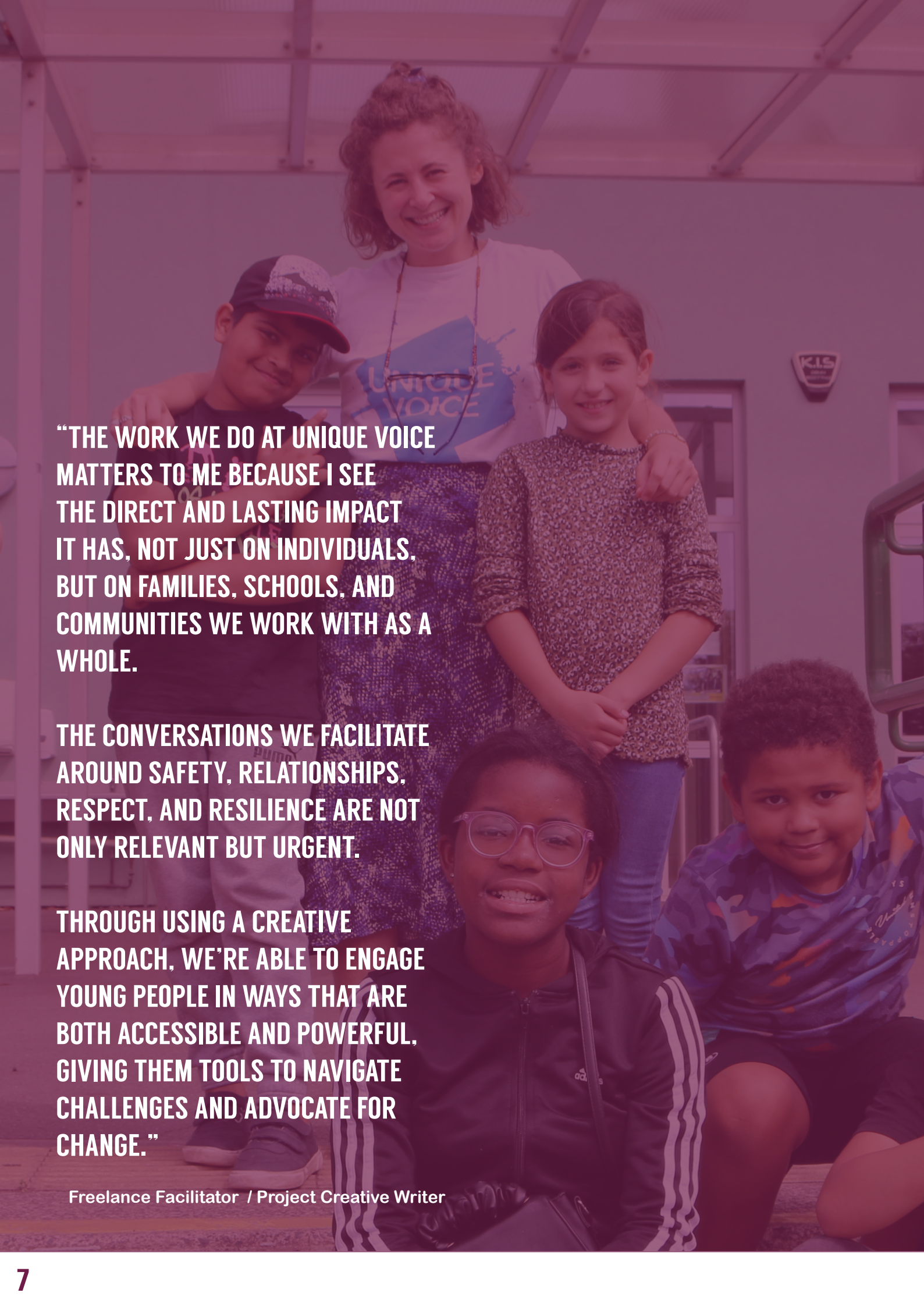
We deliver innovative PSHE workshops in educational settings that explore relevant social themes through creativity and the arts. As part of this work we have developed our very own Mental Health Toolkit to support educators in delivering this challenging but invaluable topics.



## COMMISSIONS

We are commissioned by organisations to deliver bespoke projects to young people, creating arts-based programmes for charities, foundations and community groups.





**“THE WORK WE DO AT UNIQUE VOICE MATTERS TO ME BECAUSE I SEE THE DIRECT AND LASTING IMPACT IT HAS, NOT JUST ON INDIVIDUALS, BUT ON FAMILIES, SCHOOLS, AND COMMUNITIES WE WORK WITH AS A WHOLE.**

**THE CONVERSATIONS WE FACILITATE AROUND SAFETY, RELATIONSHIPS, RESPECT, AND RESILIENCE ARE NOT ONLY RELEVANT BUT URGENT.**

**THROUGH USING A CREATIVE APPROACH, WE’RE ABLE TO ENGAGE YOUNG PEOPLE IN WAYS THAT ARE BOTH ACCESSIBLE AND POWERFUL, GIVING THEM TOOLS TO NAVIGATE CHALLENGES AND ADVOCATE FOR CHANGE.”**

Freelance Facilitator / Project Creative Writer



## OUR VALUES

### COMPASSION

We approach everyone with empathy, respect, honesty and inclusivity, always.

### CREATIVITY

We create and shape bold innovation to empower and inspire young minds to think critically and make well informed decisions.

### CURIOSITY

We embrace the chance to listen, learn, make mistakes, discover solutions and grow with and for our audiences.

### COLLABORATION

We aim to build trusting relationships through meaningful connections and partnerships that make a lasting difference and legacy.

### CHANGE

We are committed to making a difference to the lives of individuals and communities through every interaction, however large or small.

## FOR FURTHER INFORMATION

Please email  
[theoffice@uniquevoice.org](mailto:theoffice@uniquevoice.org)

### HEAD OFFICE:

Unique Voice CIC  
St Bonaventure's Business Centre  
Friary Road  
Bristol  
BS7 8AF  
Tel: 0117 428 6240

