



The Albany  
Douglas Way  
Deptford  
SE8 4AG

[www.thealbany.org.uk](http://www.thealbany.org.uk)

[www.funpalaces.co.uk](http://www.funpalaces.co.uk)

**Role:** Fun Palaces Co-ordinator.  
**Contract:** Three days / 24 hours a week, one year contract with potential to extend.  
There is some flexibility in how these hours are worked.  
**Daily rate:** £125 a day on a freelance basis.  
**Requirements:** Travel may be required.

Fun Palaces functions as a discrete ring-fenced project within the Albany.  
The Fun Palaces Co-ordinator will therefore be contracted by the Albany.

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## FUN PALACES

***“(Fun Palaces) change the conception we have of our place in the community. They encourage engagement, cooperation, social sharing and understanding”*** Farnham Fun Palace, Surrey

Fun Palaces core team (all part-time) supports volunteers, grassroots communities, new and established organisations and practitioners across the UK (and beyond) to make Fun Palaces - free, local events using arts, craft, science, tech, digital, heritage and sport, as a catalyst to celebrate each unique community and the skills and interests of those who live there. The first weekend of October every year is Fun Palaces weekend of action. More than just a weekend, Fun Palaces is an ongoing campaign for cultural democracy, promoting culture at the heart of communities. Through working together, supporting local partnerships and challenging the status quo, we aim for happier, healthier communities and a fully democratic cultural ecology, where everyone's creativity is equally valued.

Over the last five years, there have been 1367 Fun Palaces across 11 nations made by 32,800 local people, with over 450,000 joining in. In 2018, 85% of those local people (we call them Makers - the people who make Fun Palaces) involved someone new in their Maker team and 90% are planning on keeping in touch. 56% of Maker teams included people from an ethnic minority and 44% of Maker teams included people with a disability. 20% of Fun Palaces were made in venues situated in the most deprived 10% of UK postcodes.

Please have a look at our [new short film](#) in which Makers tell us why making a Fun Palace matters to them and our [2018 evaluation](#) with new stats around inclusion, local community development and intergenerational work.

### **Fun Palaces Future, 2019 - 2024**

Fun Palaces have been awarded a £1.5m grant from The National Lottery Community Fund in support of Phase Two of our Ambassador Programme. This will enable us to continue to support Fun Palaces Ambassadors in Cornwall, Sheffield and Scotland and begin new relationships with partner organisations in North Wales, Northern Ireland, Inverness, Rotherham, Gateshead and Devon. This rolling programme is designed to create sustainable roles to support local people to create and lead the cultural and community activities they want to make, while also connecting communities across the UK through our quarterly Ambassador action research gatherings.

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### **THE FUN PALACES CO-ORDINATOR**

Do you believe that everyone is creative?

And that creativity in community can change the world for the better?

Do you want a flexible, varied, inspiring job that you can make your own?

Are you good at organising and bringing people together?

Are you excited by administration with excellent attention to detail?

**If your answer to these questions is yes - you could be the person we need.**

### **What kind of person are we looking for?**

A passionate, resourceful individual who will need to work unsupervised, manage time under pressure, take initiative and solve problems independently. You will have excellent admin and IT skills with some experience in setting up systems and writing copy. You will be interested in social media as a useful connector of communities.

We want to encourage a culture where people can be themselves and be valued for their strengths and are therefore keen to hear from a diverse range of candidates from all backgrounds with different skills and interests. We will always want different perspectives, experience and knowledge impacting on how Fun Palaces grows and develops.

We welcome interest from Black, Asian, Minority Ethnic and disabled candidates and will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the criteria detailed above.

### **What will the role involve?**

The co-ordinator will support the work of the campaign, bring order to our very busy office and help organise the Ambassadors' programme as it grows. The following is just a guide to the nature of the work - it is not comprehensive and will develop in line with the individual.

### **Office management and admin support**

- Develop and maintain effective administrative and communication systems.
- Be the first point of contact for all initial enquiries by phone and by email.
- Keep in touch with Fun Palaces Makers through the writing of a regular newsletter.

- Maintain the website, ensuring the content (including that of the tool kit) is regularly updated and that it continues to meet the needs of Fun Palaces Makers and participants across the country.
- Engage proactively with all our social media ensuring a regular Fun Palaces presence.
- Maintain and develop databases including contact lists, demographic and other quantitative data.
- Attend to the upkeep and maintenance of the Fun Palaces shared office environment.

#### **Project work**

- Develop good working relationships with our Ambassadors, Host Organisations and Fun Palaces Makers.
- Organise and attend the four annual Action Research meetings hosted in the Ambassador areas.
- Provide administrative and facilitation support for our workshop programme, attending and delivering workshops.
- Spend the Fun Palaces weekend visiting Fun Palaces across the country, collecting stories and evidence of impact, and keeping in touch with the team who will also be travelling.
- Support our evaluation work, guiding Fun Palaces Makers through the process, chasing for data, setting up appropriate methods for collection.

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#### **How do I apply for the role?**

If you are interested in joining the Fun Palaces team, please send your CV with a paragraph telling us what you would bring to this new role and why it excites you to: [hello@funpalaces.co.uk](mailto:hello@funpalaces.co.uk)  
Please also include an equality and diversity monitoring form.

If you are not sure you meet all of the criteria, you may still be the right person for this job. If you would like to talk to us beforehand, you can email [hello@funpalaces.co.uk](mailto:hello@funpalaces.co.uk) and we can arrange a time to have a chat.

**Tuesday 4 June 2019:** Deadline for applications.

**Wednesday 12 June 2019:** Meetings (and short administrative test) with selected applicants.

**Wednesday 19 June 2019:** Potential date to meet for a second time.

**Friday 21 June:** Successful and unsuccessful candidates to be notified.

**#FUNPALACES**  
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