

COMMUNITY COORDINATOR

OVERVIEW

Salary: £29,000/annum

Working Patterns & Location

Full-time or flexibility to accommodate four days per week (pro-rata) for the right candidate

10 am – 6 pm

Hybrid – 3 days at our office near Highbury & Islington

Occasional attendance at community events from time to time which are outside of the general hours of work.

Start date: Early June 2024

Closing date for applications: 9am on Monday 6 May 2024. Interviews to be held in the following weeks.

ABOUT GCC & THE ROLE

[Gallery Climate Coalition \(GCC\)](https://www.galleryclimatecoalition.org/) a charity and membership organisation, we provide guidance on environmental sustainability, specifically for the visual art sector. Our primary goal is to facilitate decarbonisation and the adoption of low-waste practices in a way that allows the art world to continue to thrive. To support our members with this, we provide a range of action-oriented resources that cover the key climate issues relevant to arts organisations. In addition to providing the very practical support to aid climate action, GCC also works to collectivise the industry and to amplify its influence on public discourse in the hope of inspiring greater systemic change. We're a small team based in London but operate globally with 1150+ members from more than 40 countries, including artists, museums, institutions, commercial galleries, art sector business and everyone in between.

And now, we're seeking an enthusiastic Community Coordinator to join our team. Working directly with our network of diverse members, supporters, boards, and the core team, the Community Coordinator is integral to understanding, engaging and nurturing our community—cultivating a presence, building awareness, and reaffirming the GCC's mission within the visual arts & culture sectors in both digital spaces and in-person events. As such, we are keen to hear from experienced candidates for whom the description below, coupled with the GCC's values and mission, sounds exciting.

PRIMARY RESPONSIBILITIES

Working within and across our community of members, ambassadors, professional volunteers, international chapters, and supporters, the Community Coordinator will lead on the strategy and implementation of our community engagement program.

ADVOCACY & OUTREACH

- Lead the development and implementation of a refreshed community engagement strategy – diversifying GCCs membership, expanding its audience and stewarding existing relationships.
- Devise and deliver recruitment strategies to achieve targets for membership growth.
- Ensure the GCC's mission is articulated to the community, and in turn help the internal team understand the community's interests and needs.

MEMBERSHIP & COMMUNITY SUPPORT

- Proactively engage with GCC's membership – onboarding new members, developing one-to-one relationships and becoming a recognisable anchor point for their day-to-day engagement.
- Coordinate and lead on GCC's annual Active Membership messaging and campaign, engaging and empowering members to submit applications and embed a framework of environmental responsibility.
- Planning and facilitating member workshops, bi-weekly/monthly drop-in sessions (responsive to busy periods) – updating and delivering resources materials (guides, tutorials, workshops).

ANALYTICS & INSIGHT

- Develop systems to collect feedback from the community, such as audience mapping and surveys.
- Regularly analyse data to inform membership marketing campaigns using Google Analytics in conjunction with GCC's CRM system.
- Capture and share evidence of GCC's performance and impact for inclusion in grant applications, reports, proposals, and pitches.
- Using insight gleaned to help improve community resources and initiatives as well as adjacent internal strategies: outreach and growth, communications, and fundraising.

EVENTS & PROMOTION

- Planning and coordinating supporter and member events online and in-person – casual gratitude celebrations, welcome and stewardship events.
- Represent GCC at events to help raise our profile and promote our activities.

PERSON SPECIFICATION

REQUIRED PROFESSIONAL EXPERIENCE

- Minimum 2 years of demonstrable experience in a community and/or outreach-focused role.
- Demonstrable experience developing and implementing community-focused engagement strategies.
- Experience liaising with a range of stakeholders – customer and client management skills.
- Event planning and coordination, and workshop facilitation – online and in-person.
- Proficiency in MS Office, Google Suite, Google Analytics, Beacon / CRM systems, Mailchimp and/or alternative mailing systems.

KNOWLEDGE & LEARNING

- Demonstrable knowledge about the climate crisis and willingness to make a positive change.
- Keen interest and awareness of the global contemporary arts, design, culture, climate and ecology sectors.
- Familiarity with Adobe Suite.

YOU MIGHT THRIVE IN THIS ROLE IF YOU...

- Have a genuine interest in the GCC's mission and are committed to working in a way that aligns with its core values.
- Enjoy working in a small team and have the gumption to support the wider team and contribute to its common goals.
- Enjoy fostering positive relationships with diverse people.
- Are a confident communicator who can lead conversations with empathy and positivity.
- Have strong organisational, planning, and leadership sensibilities.

HOW TO APPLY

We ask applicants to:

- [Complete our online application form](#)
- Send a CV (max two page PDF) to jobs@galleryclimatecoalition.org before 9 am on Monday 6th May 2024

WHAT YOU CAN EXPECT

There will be a short introductory call with the Operations Manager followed by two interviews, one via Zoom with our Managing Director and a second in-person meeting that may include the wider team.

If you have any questions about the role, please get in touch. We look forward to hearing from you.

GCC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. All employment decisions are based on the charity's needs, job requirements and individual qualifications, without regard to race, ethnicity, religion or belief, sex, sexual orientation, age, family or parental status, disability, gender identity, gender expression or any other equality characteristic. GCC does not tolerate discrimination or harassment based on any of these characteristics.