

RECRUITMENT PACK

OPERATIONS COORDINATOR

About Revoluton

Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities – across a range of art forms and disciplines – to produce creative work that promotes positive futures for people and place. We provide support, resource and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants and as audience members.

“We believe the spirit of Luton encapsulates activism, warmth and generosity. The spirit of our work is captured in our name – Revoluton.

Revoluton was established as an Arts Council England-funded Creative People and Places (CPP) project in 2015 and became an independent organisation in 2020. Over the last few years, we've produced bold new work putting Luton on the map in increasingly creative ways.

Now is an exciting time to join the team as we prepare to deliver many new and ambitious projects. We've shaped a long-term strategy that will see more people engaging with our work as audiences, creatives and co-designers – in person and via digital means.

Revoluton

Our work as a newly established independent organisation takes us beyond the geographical boundaries of Luton, delivering ambitious creative work in addition to the remit of our primary funded programme, CPP.

Our work remains deeply rooted in Luton and our creative programme will be co-created with communities in Luton and beyond. Building on experience gained through producing work within previous CPP activity, Revoluton Arts has now established a role as a producer of bold new work. Additionally, we are building ambitious new partnerships at local, national and international levels.

Central to this plan is an ambition to locate Luton in the world. This is in respect of Luton's global relevance and multicultural makeup. It is also about a deep desire to put Luton on the map – to share with the world the many great things that contribute to Luton's cultural vibrancy.

“Since our inception in 2015, our programme has attracted over 220,000 in-person engagements and over 1.2 million online.

Operations Coordinator

Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative practitioners – locally and beyond – to create cultural activities that bring positive change to people and places.

Our values are:

Agency (affirming the voice, choice and power of marginalised communities to bring positive change).

Belonging (celebrating place and creating a sense of acceptance and freedom).

Connection (uniting people and forming partnerships towards a common purpose).

Creativity (nurturing talent, promoting everyday creativity and producing creative work made in Luton).

Opportunity (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





About the Role

We are seeking a highly organised and proactive Operations Coordinator to support the smooth running of our creative programmes and operations. This role is perfect for someone who finds satisfaction in keeping things running efficiently, behind the scenes, and understands how strong administration enables powerful community-led arts and ambitious projects to thrive.

You'll be a key part of a small, passionate team, helping us stay on top of project documentation, scheduling, communications and compliance. Your attention to detail and love of systems will help us deliver high-quality work that makes a real difference in Luton and with other communities we reach.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by and for Lutonians, to how we budget and build partnerships. We are committed to our organisation reflecting and celebrating Luton's incredible diversity across ethnicity, age, gender, disability and socio-economic background. We therefore especially welcome applications from people with lived experience of the communities that we work with.



Key Responsibilities

Finance & Record Keeping

- Support financial processes including budget coding, petty cash tracking and receipt management.
- Maintain accurate records of financial transactions and assist with prompt processing of all invoices.
- Use Xero to support bookkeeping and financial administration.

CRM & Communications

- Manage the organisation's CRM system (Beacon), ensuring contact records and engagement data are up to date.
- Manage and maintain all data in line with data protection regulations.
- Monitor and respond to emails in the company inbox and manage incoming phone calls professionally.
- Maintain clear and timely communication with artists, freelancers and partners.

Meetings & Scheduling

- Organise meetings, book rooms and coordinate diaries as needed with the team.
- Take accurate minutes and circulate them promptly.
- Support internal planning and scheduling processes.
- Support Revoluton's recruitment processes, assisting with the administration of applications, overseeing interview days and providing induction for new staff on day-to-day operational processes.

Event & Programme Support

- Assist the producing team at events, including guest check-in and front-of-house duties.
- Process evaluation forms and support data entry for monitoring and reporting.
- Help prepare materials and logistics for workshops, meetings and public events.
- Support the general administration of the creative programme, including stakeholder communications, supporting marketing processes, managing booking systems and purchasing resources.

Key Responsibilities

Evaluation

- Manage the evaluative processes ensuring that there are resources in place for evaluation, including staffing, event assistants and necessary materials.
- Coordinate collection, collation and submission of data for statistical reports for funders, working with project staff to make sure that all activities are recorded accurately and shared with relevant parties.

Office Management

- Ensure the office is kept tidy, clean, safe and welcoming.
- Monitor and restock supplies including stationery, tea, coffee and other essentials.
- Maintain Health & Safety (H&S) standards in the office spaces and ensure that the Revoluton team is aware of the building H&S policies in place with Marsh House.
- Report any maintenance or safety concerns promptly.
- Coordinate the smooth IT function ensuring it is fit for purpose for the organisation, including maintaining software licences and managing the purchase and maintenance of equipment.

General

- Contribute to the implementation Revoluton's Equality Action Plan, ensuring that our activities are accessible and inclusive.
- Contribute to Revoluton's approach to environmental sustainability, ensure that all activities, and back-office functions are as environmentally friendly as possible including recycling, travel and the reuse of redundant items.
- Act as an ambassador for Revoluton at all times.

Other

This job description is a guide to the nature of the work required of the Operations Coordinator. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder and CEO/Creative Director and Executive Director as required.

Operations Coordinator



Photo Credits: Greta Zabulyte

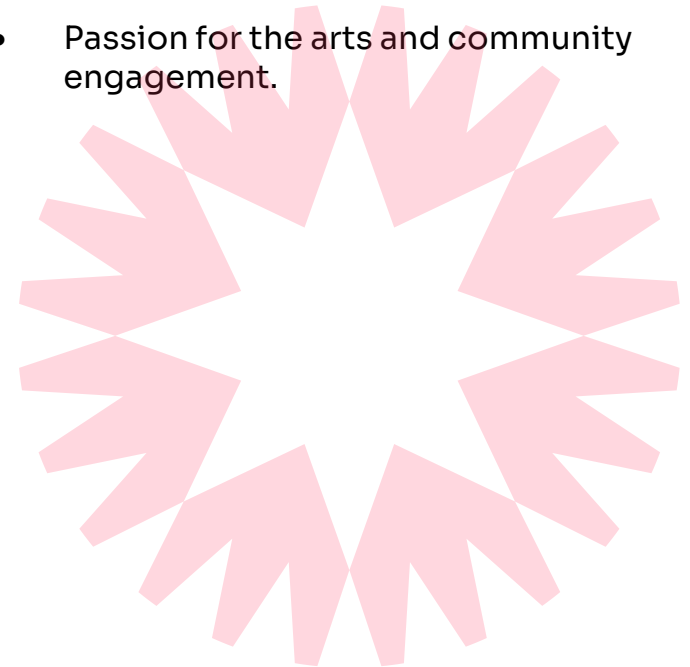
Person Specification

Essential

- Excellent organisational and administrative skills.
- High standard of accuracy and attention to detail.
- Experience in administrative roles, ideally within arts, charity, or community sectors.
- Knowledge and experience of working with diverse communities in Luton or places like Luton.
- Confidence using Microsoft Office (Word, Excel, Outlook) and cloud-based systems.
- Excellent written and verbal communication.
- Ability to manage multiple tasks and meet deadlines.
- A proactive, problem-solving attitude.
- Ability to liaise with a wide range of people.
- Interest in arts and culture in the UK.
- Commitment to equality, diversity and inclusion.
- Willingness to support events and work flexibly as part of a small team.

Desirable

- Experience supporting creative teams or freelance practitioners.
- Experience with finance systems (e.g. Xero) and CRM platforms (e.g. Beacon).
- Familiarity with GDPR and safeguarding principles.
- Passion for the arts and community engagement.



Application Details

Contract Terms: Permanent, part-time, 30 hours per week (0.8), to be spread over at least 4 days. This will include occasional weekend and evenings for which time off in lieu will be available.

Salary: £25,000 – 27,000 pro-rata, (actual salary range £20,000 – 21,600 per annum), plus pension contribution.

Responsible to: Executive Director

Responsible for: N/A

Start date: ASAP from mid-November 2025

Place of work: Hybrid working, with at least 60% of the week in the Revoluton office at Marsh Farm, less than 10 minutes from Leagrave Station on the Thameslink.

Probationary period: Six months

Notice period: Two months (one month during probation)

Application Information

Deadline for applications: 12:00pm (midday), 28 October

Interviews: Interviews will take place on 6 November, at Marsh House, Bramingham Road, Luton LU3 2SR

How to Apply

Please email your application to: hello@revolutonarts.com

To submit an application, please send an up-to-date CV, with details of two referees, a completed Equal Opportunities Form and a supporting statement outlining your interest and why your experience makes you an excellent fit for the role.

We will accept the following formats for the statement:

- Written statement that is no more than 2 sides of A4.
- Video submission that is no longer than 5 minutes.
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.

Please clearly label your files with your name. The Equal Opportunities Form should be anonymous and requires no label.

Revoluton is a diverse organisation, committed to equal opportunities and we welcome applications from all sections of the community. If you require any further information, assistance in making an application or this information in an alternative format, please contact us on hello@revolutonarts.com or 01582 345560.

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