



CULTURAL BONDING THROUGH THE ARTS



Application Pack – Project & Events Officer



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BELFAST MELA

ArtsEkta are the proud
organisers of the Belfast Mela

Charity No. XR 96726
Company Ltd No. NIO60389



cultural bonding through the arts

Dear Applicant

Thank you for expressing interest in the post of **Project & Events Officer** with ArtsEkta – an award winning social enterprise passionate about promoting our cultural diversity.

In this pack you will find:

- A job description and person specification which will be used to shortlist your application
- An application form
- An equal opportunities monitoring form

Please ensure that all forms are completed and returned by **12noon 27th October 2025**. Late, incomplete or ineligible applications will not be considered.

Completed applications should be returned by email only to admin@artsekta.org.uk. ArtsEkta will acknowledge receipt of applications via email however due to anticipated high volumes of applications we will provide feedback to shortlisted candidates only.

In the event of a large number of applications being received, ArtsEkta reserve the right to enhance criteria in order to effectively shortlist candidates.

If you require any assistance with completing the application form or require in an alternative format, please contact us on 028 9023 1381 or email admin@artsekta.org.uk

We look forward to receiving your application.

Yours sincerely

Nisha Tandon OBE
Chief Executive

This project is supported by The National Lottery Community Fund. Thanks to National Lottery players





Introduction

ArtsEkta is a multi-award winning social enterprise that works to develop intercultural relationships at the heart of the community and is home to the Belfast Mela - the largest celebration of cultural diversity on the island of Ireland.

The brainchild of Indian-native Nisha Tandon, ArtsEkta was founded in 2006 on the principles of inclusivity, creativity and openness in all aspects of society – Ekta means 'uniting' in the Indian language.

Bringing together communities of Belfast and beyond, we create projects that inspire audiences to engage with the diversity, tastes, rhythms and sights that make up the multicultural life of Northern Ireland.

Over the last decade we have grown dramatically in size and scope and are now recognised as one of the region's leading arts charities and a pioneer in the development of intercultural arts for Northern Ireland.

Our Vision

VISION

An inclusive society that respects different cultures and communities in Northern Ireland

Our Mission

MISSION

Encourage understanding by delivering innovative cultural programmes in the heart of the community

Our Beliefs & Values

The way we pursue our vision is shaped by our values – the things we believe in and which shape our decisions and relationships

OUR BELIEFS & VALUES

- We believe that arts and heritage are powerful facilitators of exchange and learning
- We believe in empowering people and communities to tell and exchange their own stories
- We value all people and believe no one should face barriers to participation
- We believe that a strong intercultural community of skilled artists, staff and governors is essential to pursuing our mission
- We believe that quality, evaluation, learning and impact are linked and underpin success
- We value and recognise the dedication and commitment of our team
- We value collective action and working with others to improve intercultural understanding
- We believe in openness, transparency and honesty in all we do.

What we are looking for

Our award-winning intercultural arts organisation is seeking a talented Project & Events Officer to help deliver an ambitious programme celebrating diversity, creativity and community connection across Belfast and beyond.

We're looking for someone who is highly organised and passionate about using the arts to bring people together. You'll coordinate a mix of creative workshops, cultural events and community projects, ensuring they are inclusive, engaging and impactful.

The ideal candidate will have excellent communication and relationship-building skills, with the ability to work collaboratively with artists, community groups and partners to create meaningful, participant-led experiences.

Employee Benefits

- The chance to join a highly motivated, creative and fun team dedicated to making Northern Ireland a more diverse and inclusive place
- Be part of an ideas-driven organisation with an opportunity to contribute to future development
- Bespoke training and professional development opportunities
- Easily accessible city centre offices with free parking
- Flexible and hybrid working policy
- Pension benefits
- 35 days annual leave (inclusive of bank holidays) and Time Off In Lieu

ORGANISATIONAL STRUCTURE

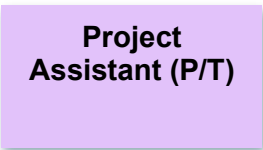
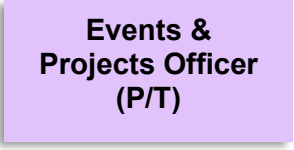
Level 1
Governance



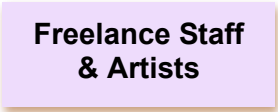
Level 2
Executive Leadership



Level 3
Operations



Level 4
Production



NB: ArtsEkta’s organisational structure is currently under review and may be subject to future change



ARTSEKTA JOB DESCRIPTION

POST:	Project & Events Officer
REPORTS TO:	Creative Producer
SALARY:	£27,711 – £31,189 (NJC Scale SCP 19–25) Pro rata 30 hours per week
LOCATION:	Olive Tree House, 23 Fountain Street, BT1 5EA. This role is primarily office based with regional travel.
CONTRACT LENGTH:	Fixed term, 5 years
HOURS OF WORK:	30 hours per week. Reasonable hours outside of this will be required to fulfil the duties of this position. A flexible working system is in operation.
LEAVE:	35 days annual leave pro rata including bank holidays. The company operates a TOIL system.
PENSION	Employer pension contribution of 7% is offered with this post through NEST
HEALTHCARE	Benenden Health Plan is offered to all employees

ROLE OVERVIEW

The Project & Events Officer will design, coordinate, and deliver a diverse range of community-based arts programmes and cultural events that foster inclusion, wellbeing, and social cohesion across Northern Ireland. This post is central to ensuring high-quality, inclusive, and impactful delivery — from creative workshops and training sessions to festivals and civic events.

KEY RESPONSIBILITIES

Project & Event Coordination

- Lead on the design, planning, and operational delivery of creative workshops, cultural events, and leadership programmes.
- Liaise with artists, facilitators, venue staff, and community partners to ensure smooth coordination.
- Manage project timelines, logistics, and budgets, ensuring delivery within financial parameters.
- Provide production and logistical support for the Belfast Mela and other flagship programmes.
- Maintain booking systems and event schedules for Olive Tree House and external venues.

Community Engagement

- Build and maintain relationships with participant groups, particularly from refugee, asylum-seeker, and minority ethnic backgrounds.
- Support outreach, referral pathways, and participation through collaboration with local organisations.
- Ensure activities are accessible, inclusive, and responsive to community needs.
- Represent ArtsEkta at community events, meetings, and partnership forums.

Monitoring, Evaluation & Reporting

- Collect and manage data on participation, outcomes, and feedback to support evaluation and learning.
- Contribute to reflective evaluation processes and the preparation of reports for funders and stakeholders.
- Capture case studies and success stories in line with ArtsEkta's AIMS framework.

Communications & Promotion

- Work with the Marketing & Communications Officer to create engaging promotional content for events and programmes.
- Support targeted outreach campaigns and creative marketing initiatives to enhance visibility and participation.
- Ensure consistent messaging that reflects ArtsEkta's brand and mission.

Safeguarding, Wellbeing & Compliance

- Ensure all projects comply with ArtsEkta's safeguarding, equality, and health & safety policies.
- Foster a welcoming, respectful, and safe environment for all participants, volunteers, and staff.
- Apply trauma-informed and participant-led principles in all community interactions.

This post is supported by The National Lottery Community Fund. Thanks to National Lottery players





ARTSEKTA PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Minimum 2 years' experience coordinating community, cultural, or arts-based projects.
- Proven experience in event delivery, project management, and partnership working.
- Strong interpersonal and communication skills with the ability to engage diverse communities.
- Experience working with vulnerable or marginalised groups (e.g., refugees, migrants, low-income communities).
- Excellent organisational and logistical planning skills.
- Knowledge of safeguarding, equality, and accessibility standards.
- Budget management and administrative competence.
- Proficiency in Microsoft Office and digital communication tools.
- Ability to work flexibly, including evenings and weekends.

DESIRABLE CRITERIA

- Degree or equivalent qualification in Arts Management, Community Development, or Event Management.
- Experience in the intercultural or voluntary/community arts sector.
- Understanding of the cultural and social landscape in Northern Ireland.
- Experience of monitoring and evaluation methods.
- Awareness of trauma-informed or wellbeing-focused approaches.
- Full driving licence and access to a vehicle.

KEY ATTRIBUTES

- **Creative Thinking & Cultural Sensitivity** – Designs innovative, inclusive programmes that celebrate diversity.
- **Project Management** – Skilled at balancing multiple priorities, deadlines, and partnerships.
- **Community Focus** – Builds trust and engagement across diverse groups.
- **Independent Working** – Manages workload proactively with minimal supervision.
- **Communication & Reporting** – Strong written and verbal skills, with attention to detail.
- **Adaptability & Problem Solving** – Responds effectively to challenges in a fast-paced environment.

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