

A group of people are gathered at what appears to be a community event or festival. The background is filled with numerous colorful streamers and bunting flags in shades of red, orange, yellow, and blue, hanging from above. In the foreground, a man with dark hair, wearing a brown jacket and a striped scarf, is looking towards the right. Next to him, a woman with blonde hair is smiling and looking at him. She is wearing a blue apron with the text "SMITH'S Salt 'n' Shake CRISPS" on it. To the left, another man with short brown hair and a dark jacket is looking down. Other people are visible in the background, some looking towards the camera and others looking away. The overall atmosphere is festive and social.

**OLD FIRE
STATION**

**Creative Communities
Coordinator
Recruitment Pack**

About Old Fire Station, Oxford

The Old Fire Station is a centre for creativity in Oxford housing three organisations: the homelessness charity Crisis, the Old Fire Station (OFS) and Damascus Rose Kitchen (DRK). We share our building.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

See our latest impact report [here](#), and watch short videos about the OFS [here](#) and [here](#).

Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

What we do

Produce and present across art forms

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

Help people to be creative

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

Support artists

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

Include people facing tough times because of disadvantage

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

Work with communities across Oxford

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

What we consider in everything we do

Be human friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

Experiment and Listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond.

It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead

How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



About the role

The Creative Communities Coordinator will support people to participate in and shape our work, with a focus on adults facing tough times because of disadvantage. They will build connections and deepen relationships with individuals and partners across the city.

Salary: £22,356 (0.8) / £27,945 (full time equivalent)

Benefits: Annual leave entitlement of 33 days (pro rata), including bank holidays
Some days need to be taken at specified times during the year, e.g. Christmas to New Year closure dates
Additional annual leave awarded for long service
Free tickets to selected shows
Birthday coffee and cake voucher
Staff discount in the café
A pension is offered to all employees
Flexibility and hybrid working available

Contract: This post is offered at part time, 29.5 hours per week.
The hours can be worked over a flexible pattern.
Permanent role, subject to a 6-month probationary period.

Line managed by: Head of Inclusion and Learning

Line manages: None

Budget responsibility: Shared budget responsibility for 'Inclusion', supported by Head of Inclusion and Learning



Key responsibilities of the Creative Communities Coordinator

Inclusion

- Work with the Head of Inclusion and Learning to deepen relationships and opportunities with Crisis Members and staff, as well as wider community partners
- Support the involvement of Crisis members and wider members of the community in our work as an arts centre at all levels, including co-creation, sharing power and decision making
- Build connections and relationships with partners across the city, and support opportunities for people to get involved in our work, with a focus on people who have experienced disadvantage
- Support staff and artists working with us to increase confidence and skills in working with vulnerable adults
- Lead the development and delivery of the OFS Training Scheme and our wider public arts offer for Crisis Members and key partners across the city
- Work with colleagues to increase participation in theatre, visual arts, public workshops, art projects and volunteering opportunities by people facing tough times
- Support Crisis members and wider members of the public to engage with affordable and accessible creative opportunities for adults, including performances, exhibitions and creative workshops
- Work with artists to conceptualise and execute artistic collaborations with Crisis and wider community partners
- Project manage Hidden Spire Collective projects and support Crisis members and wider members of the public to meaningfully participate, from inception to final production
- Ensure accurate monitoring of all activity involving people facing tough times and provide data as required for internal and external reporting
- Support the work of the Equity, Equality, Diversity and Inclusion Committee and associated plans
- Identify and promote initiatives to improve access to all activity
- Represent OFS at partnership meetings focused on access and inclusion

Finance

- Support the fundraising team by providing relevant information as requested
- Contribute to budget planning for Inclusion budgets and monitor all expenditure associated with the role
- Ensure financial transactions are properly recorded





Selection Criteria

If you have all or most of these, please apply:

- Experience of working with and supporting adults with a range of support and access needs
- Experience leading and managing creative projects
- Emotional intelligence, interpersonal skills and an ability to build connections
- Ability to handle personal and emotional challenges in relation to vulnerable adults, resilience, handling conflict, drawing lines between personal and professional matters
- A collaborative approach to working with others
- Ability to work in partnership with a range of external organisations
- Excellent communication and presentation skills (verbal and written)
- An eye for detail
- Excellent administration, including proficiency with database and office systems – Word, Excel, Outlook
- The ability to work under pressure, multitask, use initiative and work to strict deadlines
- Passion for and experience within the arts and an understanding of their inherent value in society
- A willingness to undertake appropriate training
- Experience of (or ability to learn) budget management



Working at the Old Fire Station

- This contract is offered at 29.5 hours (4 days) a week.
- The post is subject to a six-month probationary period.
- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace.
- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation.
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work.
- All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme.
- The Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not fully comprehensive or restrictive. This job description will be reviewed with the post-holder annually.
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations.

How to apply and what to include

To apply, please send in your CV and completed application form to recruitment@oldfirestation.org.uk.

You can download the application form from our website.

If you require a printed copy of the application form or recruitment pack, please email recruitment@oldfirestation.org.uk or call 01865 294608.

We recommend the software Speechify for reading aloud the job description and application form.

We also accept audio or video applications.

Application deadline is 10am on Thursday 23rd October 2025.

Interviews will take place the week commencing 10th November 2025.

If you are invited to interview, we will confirm beforehand who will be on the interview panel.

You are welcome to contact us if you have any questions, please e-mail recruitment@oldfirestation.org.uk

We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team.

We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application. Based on this, if you meet the selection criteria, we are committed to offering you an interview.

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination.





OLD FIRE STATION

Old Fire Station, 40 George Street,
Oxford, OX1 2AQ
Registered charity number 1140525

