

## Studio Co-ordinator

---

### Organisational Background

Community Enterprise is a leading social enterprise and community development consultancy and support provider. We provide support to third sector groups across Scotland and beyond and work with communities to build and sustain projects for the benefit of local people. We are a social enterprise ourselves. 100% of our profits are re-invested in supporting the further growth and development of voluntary and community organisations.

### *Our Services and Divisions*

Our focus is on developing sustainable communities through resilience, using techniques including social enterprise, innovative fundraising and community empowerment. We have developed four cross-fertilising divisions.

1. Our development team develops enterprise, communities and organisations including strategic thinking, market research, business planning, evaluations, organisational reviews, community plans and investment readiness. This division has a research element delivering research papers on subjects close to our ethos including community enterprise, asset transfer and community led regeneration.
2. Our over-arching website has information about all our divisions, but this is a link directly to the work of the [development team](#).
3. We operate the first and biggest social enterprise creative design and branding agency, called [Bold](#). Its services include branding, design and print, web design and build and creative marketing strategy.
4. We have a relatively new division that called [Breeze Digital](#). Breeze is a digital support agency that helps third-sector organisations to demystify digital for the third sector with practical support with better systems.
5. We are a strategic part of the sustainable third sector. We were founding members of Social Enterprise Scotland, founding subscribers of the Voluntary Code for Social Enterprise and members of various national networks. We currently design and manage the [social enterprise support map](#). We also deliver a [research service](#) that would be of practical use to the sector.
6. As well as direct support, we try new things. We established a national on-line e-commerce site for social enterprises and are interested in how the digital space can develop the third sector. We recently ran a project called [Creative Natives](#), which changed the lives of young care leavers through creativity.

## **Job Title: Studio Coordinator**

**Job Purpose:** To provide high-quality administrative, organisational and operational support at Bold Studio, ensuring that projects run smoothly, clients are supported effectively and the creative team is protected from unnecessary administrative demands. The role combines client project coordination with office administration, workflow management and quality assurance, contributing significantly to the efficiency and professionalism of the studio. Bold Studio is a working sub-division of a larger social enterprise called Community Enterprise.

**Accountable to:** Creative Director

## **Primary Duties**

### **1. Workflow, Resource and Project Coordination**

- Lead day-to-day workflow management, balancing team capacity and project priorities.
- Undertake resource planning and scheduling to minimise inefficiencies across the team.
- Create project timelines and ensure projects are on schedule.
- Maintain job tracking, ensuring tasks, deadlines and dependencies are clear.
- Shield the design and development teams from unnecessary administrative burdens by managing client queries and collecting requirements.
- Assist with deliverables tracking, internal deadlines and status updates.

### **2. Studio Administration (Inward and Outward Facing)**

- Manage invoicing, bill payment and general finance administration including phased billing schedules.
- Work with the Community Enterprise finance lead to ensure financial records are up to date for Bold Studio
- Co-ordinate diaries, schedule meetings and support studio-wide monthly reporting.
- Keep work management systems up to date with job information, deadlines and team allocations.
- Prepare info for financial reporting in collaboration with senior staff.

### **3. Client & Developer Co-ordination**

- Act as first point of contact for selected client projects, respond to queries and keep jobs flowing - escalating issues as needed.
- Support requirements gathering, ensuring briefs are complete and clear for designers/developers.
- Arrange, attend and minute client project meetings, tracking and following up on actions
- Address incoming website support requests as they arise and liaise with web developers to ensure updates and fixes progress smoothly.

#### **4. Quality Assurance & Service Delivery Support**

- Carry out quality assurance for documents, design outputs and digital deliverables before client submission.
- Check work against original requirements and supplied content for accuracy.
- Support and contribute to workshops, including note-taking and assisting with workshop reports. These are often out and about or at client premises.
- Support clients in website content gathering.

#### **5. Business & Strategic Support**

- Assist the Creative Director with proposals, quotes and new business development.
- Identify opportunities for improved workflow, processes or efficiency and implement solutions where appropriate.

#### **Secondary Duties**

- Support the senior management team with organisational improvements, internal processes and business planning.
- Assist with internal communications and team-wide organisational initiatives.
- Provide general administrative support to staff, subcontractors and partners.
- Contribute to a positive and organised studio environment.

#### **Person Specification**

##### **Essential Skills & Experience**

- Project co-ordinator experience with multiple and varied client projects
- Strong administrative experience in a busy office, creative studio or project-led environment.
- Excellent organisational skills with the ability to prioritise workload and manage competing demands.
- Experience in project or task management systems (e.g., Asana, Monday, Trello).
- High accuracy and attention to detail, particularly proofreading and quality assurance.
- Confident communicator, able to communicate professionally with clients, suppliers and colleagues.
- Financial administration experience including using Xero or similar accounting software.
- Ability to problem-solve, anticipate issues and propose practical solutions.
- Strong digital skills including MS Office.

##### **Desirable Skills & Experience**

- Experience supporting creative, digital or design teams.
- Comfortable with website CMS platforms and content management.

- Prior involvement in business improvement, process design or service development.
- Understanding of project lifecycles in branding, campaigns or digital development.

**Personal Qualities**

- Proactive, calm and dependable, with a “can-do” mindset.
- Collaborative team player who supports others and fosters a positive studio culture.
- Comfortable managing change and introducing improved ways of working.
- Motivated by purpose-driven work that benefits communities.

**Remuneration:** £31,000

**Contract:** Permanent

**Location:** Glasgow with digital/remote working as per Hybrid Working Policy (in the office 50%)

**Employed by:** Community Enterprise Ltd