Project Co-ordinator – Circus For All

Organisation	Galway Community Circus (GCC)
Location	St Joseph's Community Centre, Ashe Road, Galway H91 A4VW Remote working is not available for this role
Contract type	Freelance (12-months fixed-term)
Hours	15-hrs per week Some weekend and evening work will be required
Payment	€18,000
Closing Date	Sunday 6th December 2026
Interviews	W/C 14th December 2026
Job Starts	Monday 11th January 2027
Application Process	To apply for this position, please send your CV and a cover letter outlining your relevant experience and why you are interested in this role to recruitment@galwaycircus.com with 'Project Co-ordinator' in the subject line.

About Us

Galway Community Circus (GCC) is Ireland's flagship for youth and social circus, located in the heart of Galway City. Our mission is to foster the growth of youth circus in Ireland and internationally through our dynamic circus school. Our vision is a future in which play, care and creativity are nurtured through circus education accessible to every child in Ireland. We provide access to high-quality subsidised circus arts education through our circus school offering youth and adult programmes for over 600 weekly students as well as professional training and community programmes in partnership with those who have specific social or developmental needs. We provide artist supports, training and mentoring and lead the development of youth circus in Ireland through our academic, national and international partnerships.

About the Role

Galway Community Circus is seeking an enthusiastic and committed Project Coordinator to coordinate the delivery and development of the project, Circus for All.

Funded by Rethink Ireland (Disability, Participation and Awareness Fund 4.0) and Creative Ireland (Nurture Fund), the project aims to make circus more accessible and inclusive for children and young people, particularly those who experience barriers to participation, including disabled and neurodiverse young people.

The Project Coordinator will support the development of inclusive circus opportunities, working closely with young people, families, artists, community organisations and partner agencies. A central

aspect of the role will be ensuring that young people's voices, experiences and perspectives actively inform the development, delivery and evaluation of the project.

The successful candidate will have experience of supporting youth voice and meaningful youth participation, alongside strong organisational, communication and relationship-building skills. They will be passionate about inclusion and committed to ensuring that every young person has the opportunity to participate, contribute and influence the activities that affect them.

Key Responsibilities

Project Coordination and Development

- Coordinate the planning, implementation and day-to-day delivery of the Circus for All project
- Work with the Executive Producer & External Evaluator to develop and implement the project workplan, objectives and targets
- Coordinate project activities, workshops, events, meetings and other programme elements
- Monitor project progress, timelines and deliverables, ensuring activities are delivered effectively and within agreed budgets
- Identify opportunities to develop and extend inclusive circus provision within Galway and the wider region

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Youth Voice and Participation

- Develop meaningful opportunities for children and young people to influence the design, development, delivery and evaluation of the project
- Support young people to express their views, share their experiences and take an active role in decision-making
- Develop accessible and inclusive approaches to youth participation, ensuring that disabled and neurodiverse young people can participate meaningfully
- Facilitate youth consultation, feedback sessions and participatory activities, ensuring that young people's contributions are heard and acted upon
- Support the development of youth-led initiatives, including a Youth Leadership programme for neurodiverse young people
- Ensure that youth participation is meaningful, ongoing and embedded throughout the project, rather than limited to consultation

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Inclusion and Partnership Development

- Build and maintain positive relationships with young people, families, disability organisations, community groups, schools and other relevant partners
- Work collaboratively with partner organisations to identify barriers to participation and develop practical solutions
- Work with trainers and artists to ensure activities are welcoming, accessible and responsive to individual needs

- Support communication and engagement with families and partner organisations
- Promote the values of equality, diversity, inclusion and participation throughout all aspects of the project

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Communication and Coordination

- Act as a key point of contact for project participants, families, partners and other stakeholders
- Coordinate project meetings, maintain records and ensure effective communication between all involved
- Prepare project updates, reports, presentations and other communications as required.
- Support the promotion and visibility of the project, sharing its activities, learning and achievements
- Represent Galway Community Circus and the Circus for All project at relevant meetings, events and sector gatherings.

Monitoring, Evaluation and Reporting

- Monitor project activities against agreed objectives, outputs and outcomes
- Gather feedback and evidence from young people, families, trainers and partner organisations
- Ensure that the experiences and perspectives of young people inform ongoing project development
- Contribute to evaluation processes, case studies and reports for funders and stakeholders
- Document learning and good practice to support the longer-term development of inclusive youth circus provision

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Health, Safety and Safeguarding

- Ensure that all project activities are delivered in accordance with GCC's safeguarding, health and safety, and inclusion policies
- Promote a physically and emotionally safe, welcoming and inclusive environment for all participants
- Ensure that appropriate safeguarding and risk management procedures are followed
- Respect confidentiality and maintain appropriate professional boundaries when working with children, young people and families.

Skills and Qualifications

Essential

- Demonstrable experience of working with children and/or young people

- **Proven experience of supporting youth voice and meaningful youth participation**, including creating opportunities for young people to influence decisions and shape projects or programmes
- Experience of working collaboratively with young people from diverse backgrounds, including those who may experience barriers to participation
- A strong understanding of inclusion, equality and the barriers that disabled and neurodivergent young people can experience when accessing activities
- Excellent organisational and project coordination skills, with the ability to manage competing priorities and meet deadlines
- Strong interpersonal and communication skills, with the ability to build positive relationships with young people, families and partner organisations
- Experience of facilitating meetings, consultations, workshops or participatory activities.
- Strong written communication skills, including the ability to prepare reports and project documentation
- Ability to work independently and as part of a team
- A commitment to the values and ethos of Galway Community Circus

Desirable

- Experience of working within the disability, youth work, community or arts sectors.
- Experience of developing or coordinating inclusion-focused projects
- Knowledge of youth participation frameworks and approaches, including the Hub na nÓg Space, Voice, Audience and Influence model
- Experience of working with disability organisations, schools or community-based services.
- Experience of monitoring and evaluating projects, including gathering qualitative feedback and measuring outcomes
- An interest in circus arts and the potential of creative activities to support confidence, connection and personal development

Galway Community Circus is an equal opportunities employer, and it does not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race. We specifically welcome applications from people from diverse backgrounds.