



We're Recruiting

Join OT creative space



OT creative space is a grassroots community arts organisation based in Old Trafford, bringing people together through creativity, connection, and collaboration. We believe art should be accessible to everyone and work closely with local communities to create welcoming, inclusive, and inspiring creative opportunities for people of all ages and backgrounds. Our Vision is Old Trafford as a home for a creative community that celebrates the people and environment of the local area, connected with different communities in Greater Manchester.

From murals and public art to workshops, festivals, exhibitions, and events, our work is rooted in celebrating local stories, culture, identity, and shared experiences. Initiatives like AR Fest, OT Green Trail, OT Art Trail, and Brew on

the Bench reflect our passion for using creativity to strengthen communities, encourage wellbeing, and help people connect with the place where they live.

As OT creative space continues to grow, we are expanding both our team and our vision across Old Trafford and Greater Manchester thanks to funding from GMCA culture Fund. This is an exciting time to join the organisation as we develop new partnerships, projects, festivals, and creative opportunities that place communities at the heart of everything we do.

Working with OT creative space means becoming part of a small, passionate, and supportive team that values creativity, collaboration, and social impact. It is an opportunity to contribute to meaningful projects that genuinely make a difference to people's lives while helping shape the future of a growing and ambitious organisation. We are looking for people who are proactive, community-minded, and excited by the idea of using creativity to bring people together, build stronger neighbourhoods, and create positive change through arts and culture.



OT creative space is committed to equality, diversity, and inclusion, and we actively welcome applications from people of all backgrounds and experiences. We particularly encourage applications from the Global Majority, people from underrepresented backgrounds, disabled people, LGBTQ+, and those with lived experience that reflects the communities we work alongside. We believe diverse voices, perspectives, and experiences are essential to creating meaningful and inclusive community-led work.



Freelance Fundraising & Project Co-ordinator

OT creative space

Freelance Contract - for 2 years initially and continuation subject to funding.

32 hours per month | £23 per hour | £8,832 per annum

We are looking to work with a freelance fundraising professional to help strengthen and grow the organisation's creative and community programmes.

We are seeking someone with experience in fundraising, project coordination, and community-focused work who can support the development of sustainable projects and partnerships through the whole life cycle of project delivery.

This role would involve flexible freelance work across funding applications, project coordination, reporting, identifying impact and supporting organisational development, helping OT creative space continue and expand delivery of meaningful creative opportunities across Old Trafford and Greater Manchester.

Flexible working with occasional need to be onsite at the OTCS studio for project activity. This role would be supported by the Creative Director and Studio Manager with regular check-ins.

In this role you will:

- Research and identify suitable funding opportunities and partnerships
- Lead the writing and coordination of funding applications and proposals with support from the Creative Director
- Assist with project planning, delivery coordination, and timelines
- Gather feedback, data, testimonials, and evidence of project impact
- Produce evaluations and reports for funded projects with support from the Creative Director
- Help develop future project ideas and creative opportunities
- Support organisational planning and sustainable project development
- Present to the OTCS board of directors once a year.

We're looking for someone who:

- Has freelance or professional experience in fundraising, project coordination, or arts administration
- Has strong organisational and written communication skills
- Has experience in writing impact reports and evaluation
- Can manage priorities independently and work flexibly
- Understands community arts and socially engaged creative practice
- Is collaborative, proactive, and passionate about community impact

Key relationships

- Creative Director and Studio manager
- Funding bodies and relationship managers
- Project leads and partners

Expected Outcomes

- Increase in funding opportunities and partnerships
- Strong, sustainable and ambitious creative programme and project delivery
- Clear and cohesive demonstration of the impact of OTCS through engaging reports

This is a flexible freelance opportunity with hours agreed around project activity, events, and organisational priorities. Regular reviews will take place after projects or programmes completion.

How to apply

We know not everyone thrives in formal recruitment settings, so we welcome different ways of sharing your experience, creativity, and passion for community-led work.

We welcome applications in a format that feels accessible and comfortable to you. This could be written, video or audio. Feel free to get in touch via email if you would like to discuss the role further.

In your application please Include:

- An expression of interest outlining your experience and why you would like to work with OT creative space (max 500 words)
- A short CV or portfolio
- 2 references
- Completion of our anonymous [equal opportunities form](#)

Please send applications and any questions to:
admin@otcreativespace.co.uk

Application Deadline: Friday 13th November 5pm

Shortlisted applicants notified: 18th November

Interviews: week commencing 23rd November

