



Freelance Opportunity: Lowender Co-Ordinator

Hours: One day a week or 390 hours over 12 months

Fee: £7,800 over 12 months

Location: Remote/flexible, with occasional in-person meetings and events

About Lowender

Lowender is a small charity with big ambitions. We celebrate and promote Cornish culture through an annual festival, events, a digital hub and creative projects. Our work connects communities, supports artists, engages young people, and builds cultural exchange across the Celtic nations and beyond.

We focus on four key areas:

- **Networks:** Connecting people who keep traditions alive and raising the profile of these traditions with wider audiences
- **Youth:** Working with young people in schools and delivering the Youth Folk Ensemble
- **Artist Support and Talent Development:** Supporting artists and community groups
- **Gathering / Critical Mass:** Running our annual, international Celtic Festival and developing plans for a permanent home for Cornish culture and language.

About the Role

This role represents a significant investment for Lowender as we embark on a step change to grow our capacity and impact. We have no other paid members of staff. We're looking for a dynamic and experienced freelance coordinator who can work independently and bring a strategic mindset to communications, audience development, event planning and fundraising.

You'll be a lynch pin of our small team, working closely with our Board and Festival volunteers. This is a great opportunity for someone with a background in arts, heritage, or community activities who enjoys getting projects off the ground and is confident managing multiple strands of work.

Alongside our regular programme including an annual Celtic Festival, schools work and Youth Folk Ensemble, 2026 will see additional projects transforming our digital hub, supporting the Cornish music grassroots and a dance ' mash up ' project between contemporary dance and traditional Cornish dance groups.

While this post is initially for 12 months, our ambition is for it to grow into a longer-term role. A key part of this position will be contributing to generating additional funding and building organisational capacity to sustain and expand the role in the future.

Key Responsibilities

Communications & Audience Development

- Create a campaign to grow audiences for Cornish culture, more than doubling our social media following and e-newsletter signups in 2026.
- Work to get local and national media coverage for Cornish cultural activity.
- Research, prepare and send regular e-newsletters to our general mailing list (events, activities etc.) and sector mailing list (with job / commission opportunities, funding and training opportunities etc.)
- Maintain and update our website / digital hub
- Manage inbox and respond to enquiries
- Create promotional materials (e.g. using Canva) or liaise with designers
- Maintain relationships with funders, partners, and stakeholders

Event & Festival Support

- Assist with festival programme design and planning
- Set up and manage event ticketing systems
- Ensure compliance for events (risk assessments, licenses, etc.)
- Coordinate volunteers
- Liaise with artists and venues
- Provide on-the-ground support during events

Fundraising

- Develop and deliver a strategy to attract corporate sponsorship for our events and activities.

- Support the introduction of individual giving schemes and match fund / crowdfunder campaigns
- Support the board with identifying funding opportunities and preparing applications for grant funding where relevant.

Administration

- Organise and maintain digital files
- Manage / track budgets and process invoices
- Take meeting notes (AI tools available)
- Ensure policies and insurance documents are up to date

Person Specification

Essential

- Proven experience in project coordination / management
- Experience managing budgets and volunteers
- Experience managing communications campaigns and building audiences
- Experience managing relationships with a range of stakeholders from politicians to funders and volunteer groups.
- Excellent written and verbal communication
- Confident using Microsoft 365, Mailchimp, Ticket Source, Canva, Word Press and Social Media
- Dynamic approach, able to work independently and collaboratively
- Attention to detail and ability to manage multiple tasks
- Interest in Cornish culture and community

Desirable

- Experience in arts, heritage, or community sectors
- Familiarity with Cornish and Celtic cultural networks
- Cornish speaker or some knowledge of the Cornish language
- Understanding of small charity governance and compliance
- Experience working with artists and venues
- Experience with fundraising and grant applications
- Familiarity with AI tools for productivity
- Working Hours & Flexibility

This freelance role offers flexibility around how you manage your time, but emails and social media will need regular monitoring, and availability will be needed during busy periods, especially in the lead-up to our October Celtic Festival.

How to Apply

Please email:

- Your CV

And *either*:

- A short video (max 2 minutes), *or*
- A short letter/covering email (max 1 – 2 pages of A4 or 750/1000 words)

Telling us:

- Why you're interested in the role
- How your experience matches the person specification

Send your application to jowdy@lowender.onmicrosoft.com

Deadline: Sunday 26th October (11.59pm)

Applications will be considered in w/c 27th October

Interviews will be in w/c 3rd November

If you have any questions please contact jowdy@lowender.onmicrosoft.com

We really look forward to hearing from you!