



Job application pack:

Justice & Change Project Coordinator



Hours	22.5 hours per week or 3 days per week
Salary	£32,000 pro rata
Contract Type	Fixed term - 2 years starting Nov 2025

Overview Of *Justice & Change*

Justice & Change is a new project by Metroland Cultures that will explore how the law impacts and shapes our lives. The project takes its starting point from the Brent Community Law Centre (BCLC), one of the first community law centres to be set up in the U.K in 1971. BCLC developed a unique approach to community law that focused on collective action rather than individual cases, alongside creating The Brent Young People's Law Project that specifically worked with young people and the legal struggles they were facing in four areas - care, employment, education and criminal justice.

What can looking at the existing archives of a law centre tell us about life in Brent during the 1970s, and what can it teach us about how the law impacts and shapes our lives today? How can it support us to imagine and practice justice as community care? How can listening to past community responses to harm offer us lessons in healing, repair and prevention for now, and in the future? How can exploring these histories creatively support people to respond to the issues that are most impacting them today?

Justice & Change Project Coordinator Role

The Project Coordinator is responsible for the smooth and efficient delivery of the Heritage Lottery Funded project *Justice & Change* and related community community partnerships critical to its delivery.

This role involves working as part of a team comprising core MC staff and freelancers, artists, facilitators, project teams, a design team, and liaising with key partners and stakeholders as required.

The post holder will be required to contribute to the project planning, delivery, community partnerships and communications. We are looking for someone with heritage and community experience who can demonstrate they have effectively delivered projects or programmes to achieve and report on contracted outputs and outcomes. You should be interested in working in community and creative settings.

Key Responsibilities and Duties

To support Metroland Culture's (MC) Programmes Curator to shape and deliver the *Justice and Change* programme - a 2 year project designed to foreground the history of community organising and resistance in Brent through the lens of the former Brent Community Law Centre (BCLC) - one of the first UK not-for-profit legal advice services for Brent residents.

The role will be divided across two main areas: collating the physical archive with founders of the BCLC and Brent Museums and Archives (BMA) and supporting the delivery of community engagement, and public programming with MC partners Asian Womens' Resource Centre (AWRC), PLIAS Resettlement Youth and No More Exclusions (NME). You will work alongside MC and On the Record project staff. You will also receive training in oral history and receive an introduction to Brent Archives and how to handle archival material/objects as well as Trauma-Informed Care Training - using trauma awareness to enhance everyday practice.

Role And Responsibilities

- Working with Metroland Cultures Programmes Curator to coordinate each strand of the project including delivery of all outcomes within the project plan - including holding budgets, producing risk assessments and following safeguarding policies and practice.
- Support with archival research, digital communications, and the planning and delivery of workshops and events as required.
- Work with MC Programmes Curator to plan and deliver a public programme.
- Work with the Freelance Evaluator to support the ongoing evaluation process and framework.
- Manage the community collaborators plan and expenses budgets and host all collaborators on site, across all activities, taking account of all health, safety, training and safeguarding requirements.
- Develop and maintain relationships including community partners and On the Record.
- Support and be present at workshops with the community groups and collaborators on the project, including oral history training led by On the Record.
- Work with MC Programmes Curator and community partners to develop 3 printed resources.
- Work with On the Record and BCLC Founders to build a digital archive site

- Other duties as required to effectively and efficiently deliver the project:
- Representing Metroland Cultures as appropriate
- Follow Metroland Cultures policies and procedures
- This role may be required to work evenings and weekends as appropriate and reasonable, with time off in lieu provided for additional hours work.

Person Specification

Desired knowledge, experience and skills

- A strong and demonstrable interest in archiving, public programming and curation, and/or community arts projects.
- Demonstrable track record of managing a heritage or community project or similar activities.
- Experience of project management.
- Enthusiasm for working with local people and communities.
- Experience of facilitating groups, in particular, young people who are being impacted by the criminal justice system.
- A pro-active communicator with experience of public and stakeholder engagement at community level.
- An ability to work collaboratively, supportively and respectfully of those you are working with.
- An enthusiasm for Metroland Cultures, its work and its community.
- Ability to work without supervision, use initiative where required and work to deadlines.
- Experience of project oversight, reporting and evaluation.

We welcome applicants from all backgrounds and are committed to building an inclusive, diverse team. We particularly encourage applications from Black, Global Majority, D/deaf and disabled individuals, and those from lower socio-economic backgrounds, to ensure our team reflects a range of cultural and socio-economic experiences. We recognise the value that diverse perspectives bring to our work and outlook.

Contract of Employment

Salary: 3 days per week for a year £32,000 pro rata plus optional pension

Location: Metroland Cultures, Kilburn, London.

The role is a fixed term 2 year contract which will begin November 2025

The position allows for working from home; however, the majority of the role involves in-person working with MC staff and community partners in North West London.

How to Apply

There is no application form, please submit an A4 PDF including:

- One side cover letter and one side CV (2 A4 pages)
- Please include your name in the file name
- A completed Equal Opportunities Monitoring Form which can be downloaded [here](#)

Alternatively, you may submit a short video covering the same information :

- Format: MP4, max 5 minutes
- Orientation: filmed horizontally on a phone (does not need to be professionally filmed)

If you have any access requirements or prefer to apply in a different format, we're happy to support this – just get in touch.

Please send your applications along with the equal opportunities form to team@metrolandcultures by Friday 10th October 2025 12 midnight.

If shortlisted you will be invited to an interview on Friday 17th October 2025.

About Metroland Cultures:

Since 2019, Metroland Cultures has been stewarding a former health centre on Kilburn Square, providing resources for artists, cultural workers, community organisers, and residents.

Our work starts by researching histories of community organising and resistance in Brent, particularly where these histories intersect with the production of visual culture. Our collaborative approach brings together artists, cultural workers, organisers, and local communities to undertake collective research and co-production. We ask critical questions about the relationships between art, community organising, and research:

How can we learn from, and be guided by, our neighbourhood's histories of community organising and resistance?

How can exploring these histories support people to creatively respond to the issues that are most impacting them today?

How can research and art-making produce new knowledge and collective working practices?

Who gets to participate in this research and creative process?

At the heart of Metroland is the studio building and how we can build and prioritise an artistic community through and around the building that we maintain. At a time when spaces for artists and communities to gather and create is increasingly under threat, as a team Metroland Cultures is committed to maintaining a studio resource that prioritises collectivity over profit.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. Justice & Change is made possible with The National Lottery Heritage Fund.

