



Southampton
Hospitals Charity

Arts & Engagement

Co-ordinator

Recruitment pack



Welcome

Thank you for your interest in the role of Arts & Engagement Coordinator at Southampton Hospitals Charity.

We are really pleased you are considering joining us. This is a welcoming and hands-on role at the heart of our hospital arts programme, where you will help bring creativity into everyday hospital spaces and support meaningful experiences for patients, staff, and visitors across UHS sites.



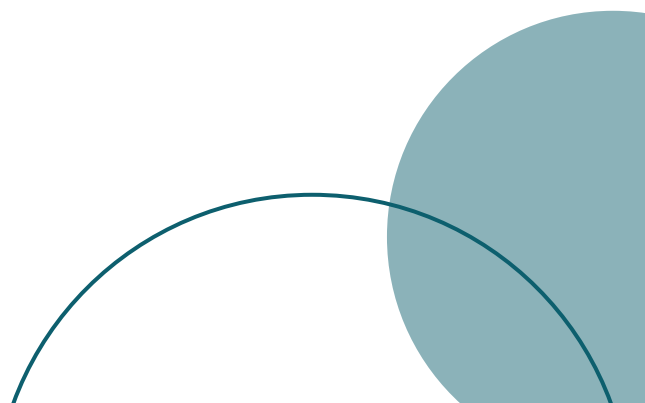
You will be joining a small, friendly and collaborative Arts Team, where no two days are the same. The role offers the chance to get involved in a wide range of activity, build your experience in arts in health, and see first hand the positive impact creative engagement can have in a hospital environment.

As part of the Charity's 2026/2027 strategy, the Arts Programme and Improving Spaces work are key areas of focus. Over the coming year, we will continue to grow our programme, strengthen our engagement with hospital communities, and expand the reach and quality of our creative work across sites.

This role will play an important part in helping us deliver that vision, supporting the coordination and day-to-day delivery of activities that make our hospitals more welcoming, human, and inspiring places to be. We look forward to receiving your application.

Neda Mohamadi

Art Curator and Programme Manager



About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our vision

Our vision is for Southampton to be a city of good health, enabled by outstanding medical care and innovative world-leading research.

Our mission

Our mission is to deliver grant programmes that are instrumental in driving outstanding clinical care and outcomes for patients accessing hospital and community services.

Our intention

To Think Big

We will make a significant difference to patients and their families.

To Think Local

We will become Southampton's health charity of choice.

To Think SHC

We will be a best-in-class NHS charity, delivering for supporters.

Our work so far

Modernising patient and family environments

Some of our most impactful work involves refurbishing and creating dedicated patient and family spaces across the hospital. These projects help create modern, comfortable, and welcoming wards, clinical spaces, waiting areas, and relatives' rooms.



Supporting patients in and out of hospital

We are committed to supporting holistic patient care, including patient wellbeing and prevention and early intervention initiatives that promote long-term health and independence.



Research and innovation

From research into new treatments for children with cancer, to exploring the connection between diabetes and liver disease, and investigating how artificial intelligence can support better diagnosis and treatment of patients, we are committed to supporting groundbreaking research and innovation, helping to develop new ways of working and better treatments for patients.



Job and role description

Job title: Arts & Engagement Co-ordinator

Reports to: Art Curator and Programme Manager

Direct reports: No direct reports

Role purpose

An exciting opportunity has arisen for an Arts & Engagement Coordinator to support with the delivery of our Hospital Arts Programme. We are looking for a passionate and motivated individual to work as part of the Arts Team.

This role will play a key part in delivering and developing Southampton Hospitals Charity's arts programme across hospital sites. Acting as an ambassador for the Charity, you will represent the organisation, coordinate the day-to-day operation of the programme's activities, handle administrative tasks, and ensure smooth communication with staff, artists, and partner organisations. Strong organisational and communication skills are essential. In external arts projects, partnerships, and professional networks, while building and sustaining strong relationships with artists, cultural organisations, healthcare staff, patients, and visitors.

This is a fully hospital-based role, requiring the postholder to work five days per week within clinical environments, with regular visits to a wide range of wards and units. Occasional weekend or out-of-hours working will also be required to support workshops, installations, or events. It is therefore essential that the postholder feels confident and comfortable working within medical settings and alongside vulnerable patients and clinical teams.

Working closely with the Art Curator and Programme Manager, you will support the planning, coordination, and delivery of participatory arts workshops, exhibitions, artist residencies, and partnership programmes. This includes maintaining a consistent on-site presence, delivering one-to-one bedside art sessions, promoting engagement with art activities across wards, and ensuring programmes are accessible, well-communicated, and responsive to clinical needs.

Main responsibilities

- Maintain a regular on site presence across hospital locations to support programme delivery, coordination, and relationship building.
- Deliver one-to-one bedside art sessions for patients who are unable to attend group workshops.
- Proactively promote art programmes across hospital wards and units to increase awareness, engagement, and participation among patients, visitors, and staff.
- Support the planning, coordination, and delivery of all Charity led art workshops in collaboration with tutors and artists, including assisting with delivery and impact assessment.
- Assist with the day-to-day management of the art programme, ensuring schedules run smoothly and liaising in advance with Trust staff to prepare wards and patients for visits.
- Monitor, document, and report on the condition of artworks, murals, and installations across hospital sites, escalating issues where necessary.
- Support curatorial projects by coordinating the installation of new artworks, working with key stakeholders and hospital staff.
- Expand, maintain, and nurture a diverse and up-to-date network of artists to support programme delivery and future projects.
- Provide administrative support for Southampton Hospitals Charity's art programmes, including scheduling, documentation, and correspondence.
- Collaborate closely with internal Charity and Trust teams, including Communications, Fundraising, Impact, and Engagement teams to ensure a collaborative approach.
- Contribute to evaluation and reporting of art programme outcomes, including qualitative feedback, case studies, and basic data collection to support impact reporting and funding requirements.
- Support with the governance, compliance and risk elements linked to the delivery of workshops or installation of artworks within and method statements for workshops, installations, and artist visits, in collaboration with Trust staff.
- Support volunteer coordination where relevant, including briefing, scheduling, and supervision during art activities or events.
- Contribute content to internal reports, newsletters, or relevant updates in collaboration with the Communications team.

Person specification

Knowledge and experience

- Experience coordinating or supporting arts programmes, projects, or participatory activities in a healthcare, community, education, or public-facing setting.
- Previous participatory arts experience within the candidate's chosen artistic field.
- Experience contributing to arts projects, events, exhibitions, or workshops (e.g. visual arts, music, performance, dance).
- Experience working specifically within a healthcare or hospital setting.
- Knowledge of art therapy approaches, creative health practices, or arts-for-wellbeing methodologies.

Skills, abilities, and behaviours

- Willingness and ability to work five days per week in a hospital environment, including regular visits to different wards and units, with occasional weekend or out-of-hours working as required.
- High level of digital literacy, with strong proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), Canva and confidence using web-based systems.
- Strong organisational and time-management skills, with the ability to manage a varied workload in a busy environment.
- Excellent written and verbal communication skills.
- Ability to work effectively both independently and collaboratively as part of a team.
- Strong interpersonal skills, with the ability to engage positively with patients, visitors, healthcare staff, artists, and volunteers.
- Strong interest in arts in health and a commitment to ongoing learning and professional development.

Personal qualities

- Flexible, resilient, and adaptable approach to working in a complex and sensitive setting.
- Clear passion for the arts and a strong commitment to improving wellbeing through creative engagement.
- Commitment to inclusive working, valuing diversity, and collaborative practice.
- Understanding of safeguarding principles and a commitment to working safely with vulnerable or at-risk groups.

Terms of appointment and how to apply

Reports to: Art Curator and Programme Manager

Salary: £28,000

Hours: 37.5 hours per week

Contract: Permanent

Pattern of work

This role will be located at our Charity Hub within the Hospital, requiring 5 days onsite.

Place of work

Southampton General Hospital, Tremona Road, Southampton SO16 6YD.

Benefits of working here

- Between 5% and 10% matched pension contribution.
- 27 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply

To apply, please send the following to recruitment@southamptonhospitalscharity.org:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Friday 12 June

Interviews: TBC



Southampton Hospitals Charity is a charitable company limited by guarantee, registered in England and Wales (Company No: 15421829, Charity No: 1206909).

Registered Address: Southampton Hospitals Charity,
Mailpoint 135, Southampton General Hospital,
Southampton, SO16 6YDle