

February 2026

Dear Applicant

Thank you for your interest in the post of Operations Coordinator at The Spring Arts and Heritage Centre.

The Spring is a special place, a unique mix of arts and heritage with Arts Council National Portfolio status. Through arts, creativity and culture, we want to empower the people of Havant and beyond to discover new ideas, learn new skills and find new futures.

We want to raise people's aspirations, help them achieve their potential and enhance their quality of life. Together we will make Havant Borough and surrounding areas a place people want to visit, to work in and live in. A place where people thrive.

We believe that everyone deserves the chance to learn new things, explore new ideas and continue to grow. We recognise that access can be limited and challenging, but we want to work together to challenge the status-quo through the power of arts, creativity and culture.

We are currently recruiting for two Operations Coordinators to join our team. These roles are new for the organisation and will take responsibility for the safe and successful running of events and activities in the building, ensuring staff and visitor safety. The Operations Coordinators will support the Operations Manager to make sure the building and organisation is operational and well presented. They will work closely with the whole team ensuring excellent customer experience.

Further information about this role can be found in the job description. For an informal discussion about the position, please feel free to call our Executive Director, Fiona Baxter, on 023 9247 2700.

To apply for the position of Operations Coordinator please complete the Application Form and return it by 10am on 16th April 2026. Applications should be submitted via email to recruitment@thespring.co.uk Interviews will be held on 29th April 2026 at The Spring. We reserve the right to appoint before the deadline. Please also complete our anonymous Inclusion and Equality monitoring form which you can access here:

<https://forms.gle/TqVivXHTG4zcMnWa6>

We look forward to receiving your application.

Best Wishes



Fiona Baxter

Co-CEO & Executive Director