



October 2017

Dear Sir / Madam

**COMMUNITY PRODUCER (Back to Ours)**

Thank you for your interest in the above post.


As the recently appointed Director of 'Back to Ours', Hull's new Creative People And Places programme, I welcome applications from candidates who feel they have the creative vision, energy and skills needed to bring transformational arts engagement opportunities to Hull, building on the creative and cultural momentum from UK City of Culture 2017.

The job application pack is attached below.

If you would like to discuss this job opportunity please do not hesitate to contact me:

Sincerely,

Louise Yates  
Director, Back to Ours  
Tel. 01482 587550 / 07753 171 181

Page 1 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017

## **INTRODUCTION**

This is an outstanding opportunity for a capable and ambitious producer seeking to play a key role in the delivery of Back to Ours, the newest of 21 projects in the Arts Council England's national Creative People and Places (CPP) programme.

Focussed on areas of the UK where engagement levels in the arts are significantly below the national average, the CPP programme aims to get more people choosing, creating and taking part in brilliant art experiences in the places where they live.

[www.creativepeopleplaces.org.uk](http://www.creativepeopleplaces.org.uk)

## **A TEN-YEAR VISION**

Back to Ours will be a transformational action research programme delivering outstanding cultural experiences with and for the people of Hull, open and welcoming to all.


With Hull UK City of Culture 2017 as its launch pad, Back to Ours will work strategically with a strong infrastructure of local creative partners and affiliates from arts, community, business and statutory sectors to commission, produce and enable original and inspirational arts and cultural experiences. It will build on Hull 2017 and its partners' successes in engaging local people as audiences, participants, creators and commissioners.

Back to Ours will play an active role in delivering the City's Cultural Strategy 2016-2026, bringing the arts to life in homes, workplaces, libraries, public spaces, health and education settings. Sharing the lessons learned through in-depth evaluation, Back to Ours will set out from day one to ensure sustainability to 2026 and beyond.

## **THE PARTNERS**

Back to Ours is supported by a consortium that includes a rich mix of Hull's major community and cultural institutions:

- [Goodwin Development Trust](#). Lead and accountable body, Goodwin will employ all Back to Ours staff. Goodwin employs c.170 people, delivering frontline services city-wide

Page 2 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017


including its own Estate of the Nation arts programme. It has a track record of managing large-scale, multi-year projects.

- [Hull Culture and Leisure Ltd](#): Represented by Libraries, this is a Council-owned not-for-profit company and ACE-funded MPM, operating library services, museums, galleries, theatre, sports provision. Connects with every Hull school.
- [Hull UK City of Culture 2017](#): Charity delivering year of transformative cultural activity. Attracting national media coverage, it aims to attract 1million new visitors to Hull, delivering city-wide socio-economic benefit.
- [University of Hull](#): Academic research partner to Hull2017 through Culture Place & Policy Institute (CPPI). 16,000+ students and 2,500 employees and strong cultural programme. Offers collaboration, research, knowledge transfer.
- [Freedom Festival Arts Trust](#): NPO with city-wide reach; 120k+ festival participants, audiences, volunteers annually. Connects to national/international artistic and programming talent.

## **THE POST**

The post offers immense scope and flexibility for a creative and ambitious arts professional. You will be part of a small delivery team of 5-6 staff (full and part time), supplemented with freelance specialists/project managers, and supported by volunteers. You will work closely with the Director to plan and deliver an outstanding arts programme, establishing it as a national exemplar both in the excellence of the arts it delivers and in the numbers and depth of audience engagement and participation it achieves.

With an overall budget of £2.7million (fully secured), and with an aspiration to raise substantially more, you will work in close partnership with Hull's key arts, cultural and heritage organisations, and local community organisations, to deliver an outstanding programme of commissioned, produced and presented work. You will help to ensure that Back to Ours creates an important and vibrant part of the legacy from Hull UK City of Culture 2017, contributing to local, national and international best for practice for audience development and participatory engagement.

Page 3 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017

## **JOB DESCRIPTION**


Basic Terms:	Full time, salaried
Starting date:	Negotiable. (We are keen to appoint as soon as possible.)
Duration:	Fixed term contract to 31 December 2019, with potential for renewal
Salary:	£28-£38k. Negotiable / subject to experience.
Reports to:	Back to Ours consortium
Line manager:	Director, Back to Ours
Responsible for:	Community Hubs, volunteers and freelancers
Appointment:	Subject to satisfactory 6-month performance review
Notice required:	3 months on either side
Relocation:	The postholder must be willing to relocate to live in (or within commutable distance of) Hull.

## **MAIN RESPONSIBILITIES**

The postholder will:

### Programming

- Work with the Director, partners and the rest of the team to create, commission and deliver an ambitious portfolio of projects in line with Back to Ours creative vision and objectives
- Develop a network of community hubs across the city that will influence and challenge the Back To Ours artistic programme.
- Work with the team and partners to develop community-led commissioning opportunities in Hull.
- Work with artists and communities to develop participation opportunities

Page 4 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	

- Take responsibility for an agreed portfolio of projects from concept to completion
- Ensure that all new projects have a strong community involvement
- Take a collaborative approach to project development, working with partner organisations, voluntary groups and individuals to build local capacity, skills and ambition
- Respond to enquiries and ideas from individuals, groups and organisations who want to connect to the programme, both amateur and professional.

#### Project management

- Ensure clear delivery plans, delivery contracts and budgets are in place for each project
- Take responsibility for your own health and safety, ensuring that risk assessments are drawn up for all projects
- Take the lead in monitoring and supporting progress in project delivery, ensuring that projects take place on time and in budget
- Recruit, manage and support artists, other freelancers and casual staff and volunteers to deliver individual projects, ensuring adequate supervision, support and training
- Ensure that artist, freelance contracts and volunteer agreements are in place
- Provide creative support and guidance to external partner organisations, community groups and artists to ensure high quality artistic delivery across the programme.

#### Fundraising


- Contribute to the overall fundraising strategy and targets, working with the Director and fundraiser to identify fundraising and income generation opportunities (grant sources, ticketing, merchandise, etc)
- Provide detailed project information, budgets and related information as needed to support fundraising bid and tenders.

#### Skills and capacity building

- Identify and support skills development and work experience opportunities within projects for local artists and residents
- Identify and build connectivity and progression routes between the Back to Ours programme and the work of partner organisations in order to build long term capacity

#### Communications

- Work with the rest of the team to ensure accurate and timely communications, supporting the development of marketing and audience development plans for all individual projects
- Act as an advocate and ambassador for the whole programme.


Page 5 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017

#### Monitoring and evaluation


- Contribute to the programme's action research objectives, and to its monitoring and evaluation processes
- Ensure that participant data is collected for all projects, helping to assess the impact of the Back to Ours programme
- Contribute detailed project knowledge to the overall programme evaluation and provide all information needed for reports to funders
- Share the learning with partners and stakeholders

#### Compliance

- Take responsibility for ensuring that all programme activity complies with current legislation including (but not restricted to) Equality, Disability, H&S, COSHH,
- Any other duties as may reasonably be expected for the effective performance of the job.


Page 6 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017

**JOB SPECIFICATION**


Page 7 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	

		Essential	Desirable	How assessed
Arts & culture	2-3 years' experience of commissioning and producing excellent creative projects		X	Application. Interview.
	Considerable knowledge of and a passion for the arts and creative sector.	X		Application. Interview.
	Understanding of contemporary participatory arts and socially engaged practice	X		Application. Interview.
	Knowledge and understanding of the established and emerging local arts community	X		Application. Interview
	Established regional and national networks and contacts in the arts and cultural sectors		X	Application. Interview.
Audiences & Community engagement	Understanding of and proven commitment to community engagement in the arts	X		Application. Interview.
	Experience of working alongside communities in the commissioning, planning and management of projects	X		Application. Interview.
	Knowledge and understanding of arts marketing and audience development		X	Application. Interview.
Project management	Excellent project management skills, including multi-stranded programme planning and delivery	X		Application. Interview.



Page 8 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	

	Experience of managing freelance artists, contractors and volunteers	X		Application. Interview.
	Sound understanding of project finances with experience of detailed budgeting	X		Application. Interview.
	Ability to contribute to ambitious fundraising and income generation strategies.		X	Application. Interview.
Personal qualities	Excellent written and verbal communication skills, including public presentation skills	X		Application. Interview.
	Ability to relate to and build positive working relationships with a wide variety of people and groups	X		Application. Interview.
	Experience of supporting the training and development of other people		X	Application. Interview.
Approach to the job	Creative, positive approach to planning and problem solving	X		Application. Interview.
	Ability to be self-directed and a team player	X		Application. Interview.
	Flexibility to adapt to the needs of the programme as they develop over time.	X		Application Interview
Record keeping	Experience of project/programme monitoring and evaluation	X		Application Interview
	Experience of financial record keeping and reporting	X		Application Interview

Page 9 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	

	Trustworthy in handling confidential data and personal information	X		Application Interview
Training and qualifications	Educated to degree level or 2-3 years equivalent work experience	X		Application. Interview.
	To be prepared to apply for a satisfactory DBS enhanced disclosure.	X		Application. Interview.
Equality	Understanding of equality of opportunity and proven commitment to creative case for diversity	X		Application. Interview.
Other	Willing to work evenings and weekends as needed	X		Application. Interview.
	Ability to travel to meet the requirements of the post	X		Application. Interview.
	Willing to live in commutable distance of Hull	X		Application. Interview

## **ELIGIBILITY**


Applicants must have the right to work in the UK.

All appointments are subject to satisfactory references and a Disclosure & Barring Service Check (DBS) check.

## **KEY TERMS AND CONDITIONS**

### **Duties of the post**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

Page 10 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	

The post holder must be flexible to ensure the operational needs of Back to Ours and its partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

### **Equality of Opportunity**

Goodwin Development Trust is committed to eliminating discrimination and encouraging diversity. Our aim is that all with whom we engage (employees, volunteers, including Trustees, customers, stakeholders, etc.) feels respected and is valued based upon their skills, performance and commitment.

It is the continuing policy of Goodwin to provide equal treatment, and employment or volunteering opportunity to all employees or volunteers, without regard to the actual or perceived protected characteristics referenced below. Goodwin is committed to treating all employees and volunteers fairly and as such no employee/volunteer will be treated less favourably due to their association with someone who has a protected characteristic.

The post holder will show, at all times, a personal commitment to treating all staff, stakeholders and participants in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). They will actively assist in ensuring equal access to services and employment opportunities in line with Goodwin's Equal Opportunities Policy.


### **Safeguarding**

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

It is GDT's policy that all staff, volunteers and trustees must undergo a Disclosure & Barring Service Check (DBS) check prior to recruitment and every 3 years thereafter.

### **Health and Safety**


The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health-related issues that could affect their work duties and require measures to be implemented to ensure the postholder can carry out their duties safely.

Page 11 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017

**Disability**

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be unachievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes that could affect their work duties.


Page 12 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017

### **APPLICATION PROCESS**

Your application should comprise:

- A short covering letter including full daytime and evening contact details (maximum 1 page).
- A written statement setting out why you are applying and summarising your experience, interests and qualifications for the job. (Maximum 4 pages A4).
- Please include contact details for at least 2 employment referees.
- Your CV (maximum 4 pages long)
- The attached Equal Opportunities form

Submission	<p>Please submit your application by email to: <b>Sarah Gibson / <a href="mailto:sgibson@goodwintrust.org">sgibson@goodwintrust.org</a></b> change to general in box</p> <ul style="list-style-type: none"> <li>● Submit your covering letter, statement and CV <u>as a single document in PDF format</u>.</li> <li>● To preserve anonymity please submit the Equal Opportunities form as a separate document.</li> <li>● Do not attach any additional information. (It will not be considered.)</li> </ul>
Closing date for applications:	2pm on Tuesday 24 <sup>th</sup> October
Interview Date:	<p><b>Wednesday 8<sup>th</sup> – Friday 10<sup>th</sup> November</b></p> <p>We aim to contact shortlisted candidates by email at least <b>10</b> days before this date.</p> <p>If you have not heard from us by the date of the interview you may assume that you have not been shortlisted. We regret that we are not able to contact everyone personally.</p> <p>Interviews will include a short presentation. A second interview may be required.</p>
Interview location	<p>Interviews will take place in Hull. Venue tbc. Reasonable travel expenses will be refunded on submission of original receipts.</p>

Page 13 of 14	<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>		
Post:	Creative Producer (Back to Ours)		
Last Version Date:	October 2017		
Version No:	1	Version Effective Date:	October 2017



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**