



Oct 2017

Dear Sir / Madam

Project Assistant (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

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INTRODUCTION

This is an outstanding opportunity for a capable and committed assistant 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

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 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-

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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 administration 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 and Producers 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.

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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:	£18-£20k. Negotiable / subject to experience.
Reports to:	Back to Ours consortium
Line manager:	Director, Back to Ours
Responsible for:	Volunteers
Appointment:	Subject to satisfactory 6-month performance review
Notice required:	1 month 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:

Project Administration

- Provide day to day administrative support to the Director, the partners and the rest of the Back to Ours team.
- Effective monitoring, management and reporting against project aims and objectives.
- Coordinate and facilitate project meetings, events and appointments, booking rooms/refreshments and minuting these meetings, take dictation and provide general assistance in presentations as required.
- Maintain a project database of contacts, clients, artists and freelancers.
- Liaise with artists and freelancers in order to facilitate their work.
- Arrange travel and accommodation for the Back to Ours team, artists and freelancers as required.
- Assist the producers with the recruitment and support of artists, other freelancers,


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casual staff and volunteers, ensuring they have adequate supervision, support and training.

- Screen telephone calls, enquires and requests and handle them when appropriate.
- Develop, implement and maintain office systems to deal efficiently with paper flow, storage of paperwork, documents and computer based information.
- To follow and understand all guidelines and funding criteria and be responsible for disseminating such information to project partners.
- Assist the producers in monitoring and supporting progress in project delivery, ensuring that projects take place on time and in budget.
- Collate and record participant data for all projects, helping to assess the impact of the Back to Ours programme.


Marketing/ Communication

- Oversee all marketing and PR activity in line with procured services, supporting the development of materials and content for use via the key communication methods.
- Work closely with the team to develop and implement effective engagement strategies.
- Assist with the organisation of events, ensuring maximum publicity.
- 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.
- Work with the rest of the team to identify potential audiences and groups and then coordinate these.
- Any other duties as may reasonably be expected for the effective performance of the job.

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JOB SPECIFICATION

		Essential	Desirable	How assessed
Project Administration	Experience in establishing and maintaining effective administrative systems.	X		Application. Interview.
	Professional approach to partnership working.	X		Application. Interview.
	Ability to meet tight deadlines with proven organisational and prioritising skills.	X		Application. Interview.
	Excellent IT Skills including all Microsoft Office packages including excel and PowerPoint.	X		Application. Interview.
Arts & culture	Knowledge of and a passion for the arts and creative sector.	X		Application. Interview.
Personal qualities	Excellent written and verbal communication skills.	X		Application. Interview.
	Ability to relate to and build positive working relationships with a wide variety of people and groups.	X		Application. Interview.
	Ability to work to high standards both individually and working as part of a busy team.	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

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	Trustworthy in handling confidential data and personal information.	X		Application Interview
Training and qualifications	A - C qualification in Maths and English.	X		Application. Interview.
	Educated to degree level or at least 2 years equivalent work experience.	X		Application. Interview.
	To be prepared to apply for a satisfactory DBS standard disclosure.	X		Application. Interview.
Other	Willing to work evenings and weekends as needed.	X		Application. Interview.
	Current driving licence.		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.

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.

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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.

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.

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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: The HR Department / recruitment@goodwintrust.org</p> <ul style="list-style-type: none"> ● Submit your covering letter, statement and CV <u>as a single document in PDF format</u>. ● To preserve anonymity please submit the Equal Opportunities form as a separate document. ● Do not attach any additional information. (It will not be considered.)
Closing date for applications:	2pm on Tuesday 24 th October 2017
Interview Date:	<p>Wednesday 8th – Friday 10th November 2017</p> <p>We aim to contact shortlisted candidates by email at least 10 days before this date. 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 30 minute administrative test. 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>



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