

# **Job Information Pack**

## **Project co-ordinator**

# Who We Are

## We inspire disadvantaged young people through creative workshops and projects.

"Reeltime Music aims to bring about a positive change in the lives of disadvantaged young people. We do this by working in partnership to provide a range of quality services for young people and the local community in North Lanarkshire. Using the medium of the creative industries, we provide workshops, partnership projects, volunteering opportunities and recording and rehearsal services"

### Our vision for young people

Where all young people share the power of creativity to change lives.

### Our vision for the organisation

To be one of the leading creative youth work organisations in Scotland.

### Our values

#### Respect

- Respecting multiple points of view
- Recognising that each of us is running our own race, and at different stages
- Showing unconditional positive regard for everyone we work with



#### Collaboration

- Collaborating with young people, not dictating
- Building on the strengths & interests of everyone involved
- Collaborating with partners and each other to keep young people at the centre of our work



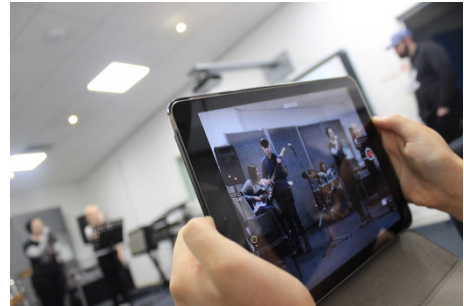
### Quality

- Making things with young people that they can be proud of
- Always looking to improve; never complacent
- Delivering exceptional outcomes and results



### Creativity

- Applying creativity in every area of life
- Making new things and self-expression
- The power of creativity to change lives



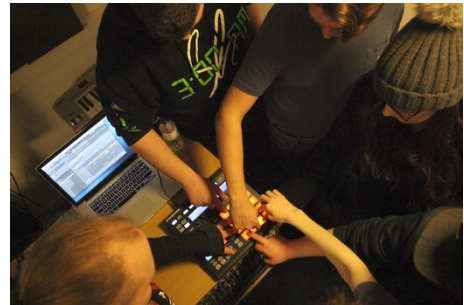
### Learning

- Learning through play & self-directed projects
- Starting where young people are, not where others think they should be
- Starting with ourselves to build a culture of learning



### Integrity

- Keeping our agreements
- Having the difficult conversations
- Choosing the hard right over the easy wrong



You can read more about our work on our [website](#) and in our [annual report](#).

# The Culture Collective Project

When	March 2021 to September 2022
What	<p>Funded by Creative Scotland, a co-ordinator (hosted by Reeltime Music) will work with locality anchor organisations to identify key groups and individuals interested in working with freelance creative practitioners to "explore ways in which arts and creativity can help address challenges and opportunities which have arisen or grown through the impact of COVID-19."</p> <p>"As this programme is aimed at community-led and participatory projects, we are not defining the type of activity which can be supported. We would, however, envisage that activity may include one or more of the following broad categories: Artist-in-residence programmes, Reactivating the use of community venues, spaces or assets, Exhibitions, concerts and performances, Festivals and participatory events"</p> <p>Organisations contributing to the project will be reimbursed for expenses or access costs. If possible, an additional "honorarium fee" would be paid to organisations contributing to project content. Art forms and specialist areas could include: Crafts, Dance, Design, Digital, Literature, Music, Theatre, Visual Arts, Creative Learning, Children and Young People, Place and Communities, Traditional Arts, Gaelic Language, Gaelic Culture, Scots, Arts and Health/Wellbeing, Equalities, Diversity and Inclusion</p>
Who	Locality anchor organisations, local organisations, volunteers, VANL, Reeltime Music. Diversity and inclusion are key.
Where	One project in each locality (subject to change)
Why	<ul style="list-style-type: none"> <li>• provide employment opportunities for creative practitioners during a difficult financial period</li> <li>• "to increase the capacity of creative practitioners and communities to develop, implement and sustain creative activity within their context."</li> <li>• To provide opportunities for communities to have respite from, make sense of, and respond to the experience of COVID-19 through creativity.</li> </ul>

# What we are looking for

<b>Job title:</b>	Project co-ordinator (Culture Collective)
<b>Salary:</b>	£25,000 (Pro-rata)
<b>Location:</b>	North Lanarkshire (with occasional wider travel) & home working
<b>Hours:</b>	Part time (18.75 hours per week). Evening and weekend work is required as necessary. The post holder must ensure flexibility in their availability to meet the needs of the post.
<b>Leave:</b>	32 days (26 days leave plus 6 public holidays) - pro rata
<b>Probation period:</b>	6 months
<b>Pension:</b>	Auto enrolment with NEST (3% employer contribution)
<b>Period of contract:</b>	Fixed term ending September 2022 (Funding secured)
<b>Start date:</b>	Monday 21 <sup>st</sup> of June 2021 (subject to notice)
<b>Line manager:</b>	Manager
<b>Management responsibilities:</b>	Volunteers, freelancers and staff related to relevant activity and by prior agreement with line manager

## Purpose of the role

To successfully deliver the outcomes of the Culture Collective project

## Specific duties and responsibilities

- Leading on all aspects of the Culture Collective project, including the contracting of creative practitioners
- Providing ongoing support to creative practitioners and projects
- Build and maintain strong relationships with partner organisations
- Managing the overall project budget
- Prepare timely reports providing qualitative and quantitative evidence of the effectiveness of programmes and activities
- Actively participating in the national Culture Collective network

## General duties and responsibilities

- To develop projects and services which meet the strategic objectives of the charity
- To determine, in consultation with colleagues, local individuals, groups and agencies, the needs and aspirations within the local area through the development of needs

assessment and to develop, implement and monitor programmes of action to address these needs.

- To identify and secure appropriate sources of project funding
- To represent the charity on local partnerships, organisations and working groups as appropriate.
- Attendance at board meetings and any other relevant sub committees
- Contribute to an enthusiastic, positive working environment
- Model behaviour as a champion of the company's mission, vision and values
- Contribute ideas to help Reeltime Music grow
- Responsible for own learning - identifying training and development gaps and seeking opportunities to learn in different ways
- Work to achieve agreed goals and targets
- Take part in annual performance appraisal, reflecting on own performance
- Contribute to developing effective procedures and working practices
- Follow guidelines, procedures and policies provided by the organisation in relation to financial management and paperwork
- Liaise with colleagues to ensure the smooth running of the organisation
- Attend staff meetings and other internal and external meetings as required
- Play an active part in achieving high standards of customer care
- Complying with all HR policies including equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care
- Undertake other appropriate duties as required commensurate with the level and role of the job

# Who are we looking for?

	Essential	Desirable
<b>Education &amp; qualifications</b>	Degree not essential	Degree or above in Community Education, Community Music or similar
<b>Experience, knowledge &amp; expertise</b>	Experience in successfully leading creative development projects of similar size and scale (Min. 1 year)	Experience in successfully leading creative development projects of similar size and scale (3+ years)
	Project budget management experience	
	Demonstrable evidence of partnership working across communities	
	Experience of monitoring & evaluation	
	Excellent presentation skills in a variety of settings (small & large groups etc)	
	Able to work and connect virtually	
	Full driving license & own car	

Critical personal attributes	
Caring	<ul style="list-style-type: none"> <li>• Excellent listener &amp; communicator</li> <li>• Approachable</li> <li>• Empowers others</li> </ul>
Conscientious	<ul style="list-style-type: none"> <li>• Excellent planning and organising skills</li> <li>• Excellent self-organisation &amp; prioritisation skills</li> <li>• Has good attention to detail</li> </ul>
Creative	<ul style="list-style-type: none"> <li>• Can draw together multiple development threads in efficient &amp; effective ways</li> <li>• Strong belief in the power of the arts to change lives</li> </ul>
Committed	<ul style="list-style-type: none"> <li>• Driven to get results in service of the mission &amp; vision</li> <li>• Has a can-do attitude and approach to achieve project goals</li> </ul>

# How To Apply

If you are interested in applying for this vacancy, an application form can be downloaded from the Reeltime Music website: [www.reeltimeusic.net/jobs](http://www.reeltimeusic.net/jobs)

You should complete and return your application form to us before the deadline. Please note we cannot receive any applications after this time.

## Recruitment timeline (subject to change)

Applications reopen:	Monday 10th May
Applications close:	Sunday 23rd May
Shortlist applications & notify:	Friday 28th May
Interviews:	Wb 31st May
Notify of Decision:	Fri 4th June
Formal offer/references:	Fri 11th June
Start date:	Mon 21 <sup>st</sup> June