

# Artists' Mentoring Programme Manager

## Job Information

**Job title:** Artists Mentoring Programme Manager

**Salary:** £29,000 pro rata (£24,000 for 0.8 FTE)

**Based:** Irvine, North Ayrshire

**Travel:** Across North Ayrshire and to Head Office in Glasgow. Occasional travel to other local authorities for conference and events.

**Reporting to:** Head of Operations

**Responsible for:** Project Coordinator and Sessional Tutors & Mentors

**Duration of contract:** mid July 2022

**Working Hours:** 0.8 FTE (30 hours/ week)

**Qualifications & Experience:** Qualified to SCQF Level 9 or equivalent experience

**Other Essentials:** Subject to PVG | Disclosure Scotland check

**Closing date:** 9am on 6th December 2021

**Expected Start Date:** ASAP

In all our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, particularly from those who are currently under-represented in the creative and arts sectors. Impact Arts welcomes all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.

## Company Values

As a team of people we share the following values:

### Our values

#### CREATIVITY

We always place creativity at the centre of all that we do.

#### INTEGRITY

We are always honest and truthful and act with transparency.

#### EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

#### KINDNESS

We always treat everyone with care and respect.

#### AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.

## What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 50 staff and 100 artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Scottish Government, CashBack for Communities, Skills Development Scotland, National Lottery Community Fund, Life Changes Trust and a range of other foundations and trusts.

## Our Impact

### Our 2019/20 figures:




## Background to the Role

Impact Arts has a long history of working in North Ayrshire, delivering high quality youth employability, mental wellbeing and community based work. In 2020/21 we worked in partnership with West Kilbride Community Initiative to deliver our highly successful Makers & Artists Mentoring Programme. We are delighted to have received Community Renewal Funding via North Ayrshire Council to deliver this project in North Ayrshire once more.

The Artists' Mentoring Programme is open to artists who are currently unemployed or under-employed, and provides a structured training programme, 1 to 1 mentoring and hands-on experience in community engagement practice. As a result, and whilst engaging members of their local community, participants become equipped with the tools and skills needed to have a viable and sustainable career within participatory and community settings and/or to support the development of a self-employed portfolio career.

The successful candidate will lead on the delivery of the Programme as well as Creative Scotland funded wellbeing work delivered in partnership with local schools. They will be responsible for a



Coordinator and a team of mentors who will support 10 Artists to develop their skills in participatory arts practice.

We expect the successful candidate to be passionate about artist development, creative engagement and the role of artists in engaging our communities. They will be at ease engaging with a range of partners from artists to senior stakeholders and funders to community groups and schools, implementing best practice in their engagement and support and knowledgeable of local and national policies. The successful candidate must demonstrate adaptability and excellence in programme management.

We are looking for someone who is dynamic, who will bring considerable experience, creativity, energy and passion to the role and who wants to join our mission in tackling inequalities across Scotland.

## Main Responsibilities

To support and inspire a group of unemployed or underemployed Artists to develop their career potential by developing skills in creative engagement.

To develop and manage the Artists' Mentoring Programme and other complementary pieces of work in North Ayrshire on time and on budget, effectively managing risks.

To recruit and manage the delivery team of staff, sessional tutors, mentors and training providers including performance reviews and day-to-day HR.


To design, develop and market projects in conjunction with the CEO, Development team, Head of Operations and strategic partners.

To monitor performance, achievement and evaluation of target outcomes and budget spend for your projects in line with a wide range of funder and partner requirements.

To programme a comprehensive schedule of relevant training and networking opportunities for artists and from a range of creative disciplines in North Ayrshire.

To programme a series of community placements for artists from across a range of local partners including but not limited to care homes, schools, community groups, ensuring delivery is of high quality, creatively exciting and impactful.

To recruit a cohort of Artists from North Ayrshire from across a range of creative disciplines who are either unemployed or underemployed in the arts and who have a desire to develop their participatory arts practice.



To keep abreast of current policy relevant to artist development and aligned to our mission to tackle inequalities across Scotland including employability and education and to disseminate this amongst the Impact Arts team.

To establish and maintain effective relationships with key stakeholders that supports our growth and sustainability; including funders, partners, local community groups, schools, local authorities, artists and creatives.

To programme a large scale project showcase event in partnership with Impact Arts' other Community Renewal Funded projects.

To maximise opportunities for sharing the learning and best practice from the project across appropriate networks including Creative Scotland's Place Partnership, Artworks Alliance, Education Scotland etc.

To work with Impact Arts' Evaluation Coordinator to ensure appropriate evaluation processes are in place to effectively demonstrate the impact of the project.

To represent Impact Arts at events.

To participate in training, meetings and events as required.

To work alongside Impact Arts' Infrastructure & Facilities Manager to manage the health and safety, risk assessment, assets, data protection and premises for your area of operation.

To support and promote Impact Arts' Values.

To carry out any other duties appropriate to the post in line with Impact Arts' needs.

## Qualifications and Experience

### Essential:

SCQF level 9 in Arts related subject, Arts Development or equivalent level of experience


Experience of line management

3 years' experience delivering or overseeing delivery of projects in diverse community settings

Experience of developing local partnerships and relationship management

### Desirable:





Experience in artist development and training

### Technical Skills and Knowledge

Full driving licence (preferable)

Competent IT skills including MS Word, Excel, PowerPoint and Outlook

Comprehensive knowledge of community and participatory arts

### Personal Skills and Qualities

Excellent interpersonal skills

Approachable and empathetic manner

Proven strong communication skills

Passionate about creating opportunities for people

Ability to lead and manage a team effectively, motivating others

Displays commitment to and can influence a team to embrace the values of Impact Arts

Excellent self management, organisational and planning skills

Ability to prioritise and delegate tasks

Self motivated and able to act on own initiative, solving problems

Good time management and ability to meet deadlines

Energy and commitment, with creative thinking and a flexible approach


Able to act as an ambassador for Impact Arts

### PVG Scheme

Successful candidates will be required to join the PVG scheme or to apply for a PVG update.

### To apply:

Please visit <https://www.impactarts.co.uk/blogs/get-involved-work-with-us/> to download an application form.



All completed applications should be sent to [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) by 9am on Monday 6th December 2021.

Interviews will take place on 9<sup>th</sup> December 2021.

*This project is funded by the UK Government through the UK Community Renewal Fund*

*The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>*