**Culture/SHIFT officer** **– Job description, person specification and application details**

**Job title:**  culture/SHIFT officer

**Reports to:**  culture/SHIFT producer

**Salary:** £27,321, plus a contribution to a personal pension of 3% of salary

**Start date:** 1 August 2022

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# Introduction

Creative Carbon Scotland (CCS) believes in the power of the arts and culture to help achieve sustainability in Scotland and the world. The arts inspire, illuminate, communicate, educate, entertain and encourage new ways of thinking and shared experience – all attributes needed to tackle climate change. That’s why we support individuals and organisations in the arts and culture sector to be sustainable themselves and to lead and influence climate action through their creative work, including by collaborating with environmental experts and organisations working directly on climate change.

We are a nimble, positive, influential and growing charity in a dynamic field. We are experiencing great demand and enthusiasm for our work in carbon emissions reduction and climate change adaptation from both the cultural and the climate change sectors. Our founding partners are the Edinburgh Festivals, the Federation of Scottish Theatre, and the Scottish Contemporary Art Network. We receive significant long-term funding from Creative Scotland, the public body that supports the arts, screen and creative industries in Scotland.

We recently worked with Creative Scotland to help write its bold and ambitious [Climate Emergency and Sustainability Plan](https://www.creativescotland.com/__data/assets/pdf_file/0003/90444/Climate-Emergency-and-Sustainability-Plan.pdf), which places the creative and cultural sectors as key agents of change in the transformation to a sustainable Scotland. It will shape Creative Scotland’s funding, policy and work until 2045, and ours as well.

# The culture/SHIFT team

The culture/SHIFT team within Creative Carbon Scotland works with artists, cultural and climate change organisations to harness the power of our arts and culture and support the sector to lead and influence on climate change through its creative work. We do this by demonstrating the value of embedding artistic practices in collaborative climate change projects and developing the capacity of artists and cultural organisations to make this contribution to transforming society. The culture/SHIFT programme has a number of key strands:

* Building the capacity of the arts community and people working on climate change to instigate and participate in cultural and climate change collaborations through projects such as our [Green Tease event series](https://www.creativecarbonscotland.com/project/green-tease/) and the [Library of Creative Sustainability](https://www.creativecarbonscotland.com/resources/library/)
* Developing and delivering special projects which support artists, cultural and climate change partners to collaborate on climate action such as [Climate Beacons for COP26](https://www.creativecarbonscotland.com/project/climate-beacons-for-cop26/), the [Seas of the Outer Hebrides project](https://www.creativecarbonscotland.com/project/seas-of-the-outer-hebrides/) and [embedded artist projects](https://www.creativecarbonscotland.com/project/the-embedded-artist/)
* Undertaking research and development to better understand the role of culture in tackling climate change, grow the programme and our methodologies, and share our learning with national and international audiences

**Creative Carbon Scotland’s employment approach**

CCS aims to be a friendly, collaborative employer where the team knows they are supported, valued and respected. We offer flexible working arrangements to balance employees’ personal circumstances with the needs of the organisation and we facilitate training and development opportunities identified with each individual. As a result, we have a great team of knowledgeable, friendly and committed people producing work of a very high standard. CCS has grown in the last few years, as our work is valued by both the cultural and climate change sectors amid the widespread demand for innovative ways to reach sustainability.

# Employment details

**Job title:** culture/SHIFT officer

**Salary:** £27,321 + 3% of salary in pension contributions

**Reports to:**  culture/SHIFT producer

**Responsible for:** Interns and work placements

**Hours:** Full time. This means a 35-hour week with a degree of flexibility on both sides, as some evening and weekend work may be required and busy periods may call for extra hours, with time taken off in lieu during quieter periods.

**Flexible working and job sharing:** CCS welcomes proposals for flexible working or job-share, subject to the needs of the role being satisfactorily fulfilled.

**Holidays:** 20 days plus 10 public holidays to be taken at times agreed with the line manager*.*

**Place of work:** CCS is based at City Chambers, High Street, Edinburgh, but remote and hybrid working is the norm at present. Travel throughout Scotland may be required if government guidelines and personal health concerns permit.

**Contract and notice period:** This is a permanent contract dependent on future funding. A probationary period of three months will apply, following successful completion of which the full contract will be confirmed. The notice period is two months for both employer and employee.

**Secondments:** CCS is very willing to consider a secondment for this role where this will embed climate change knowledge and work within the cultural

sector.

**Equipment:** CCS is a BYOD (bring your own device) organisation.A laptop and mobile phone will be provided if required. Additional equipment will be provided in line with CCS policies if needed to support a healthy working from home workstation.

**Staff benefits:** CCS offers annual salary increments, a salary sacrifice scheme for bicycles and IT equipment, a WFH heating & lighting allowance, and confidential access to mental health counselling.

# The role

# Job description

**Main purpose of job:**

* To develop and deliver events, produce resources for the Creative Carbon Scotland website and elsewhere, and support new connections and collaborations between artists, cultural organisations and climate change organisations to harness the role of Scotland’s arts and cultural sector in addressing the climate emergency.

**Responsibilities:**

**Events and network development (40%)**

* Under the direction of the culture/SHIFT producer and working with other members of the culture/SHIFT team, support the development, promotion and delivery of ten inspiring and innovative Green Tease events between July 2022-March 2023 (online, hybrid and in-person) to build new connections and support the development of collaborations between artists, cultural organisations and people working on climate change in Scotland
* Under the direction of the culture/SHIFT producer, support the integration of climate justice and equalities, diversity and inclusion (EDI) into the Green Tease programme, both in the way events are organised and run and the topics they address
* Lead on the development of the Green Tease network by trialling new methods for documenting events and communications, as well as identifying and building new audiences for events
* Lead on the maintenance of the Green Tease network by running the Green Tease mailing list, maintaining and updating the online Green Tease members database, upkeeping the Green Tease Facebook group, and responding to individual email and phone enquiries as required
* Lead on the documentation of Green Tease events through the creation of event recordings and blog posts, and distribution to the network
* Lead on monitoring, evaluating and reporting of events and the development of the network

**Development of online resources (30%)**

* Under the direction of the culture/SHIFT producer and working with other members of the culture/SHIFT team, support the development of the online Library of Creative Sustainability, including researching new library case studies, developing case studies with project partners and stakeholders, publishing and supporting the dissemination of case studies to relevant networks
* Lead on the promotion of library case studies including identifying relevant networks and opportunities for promotion, speaking at events, writing guest blogs and articles, and developing social media content
* Lead on the regular updating of existing resources and development of new resources relating to the culture/SHIFT programme including climate justice on the CCS website

**Project support (20%)**

* Work with other members of the culture/SHIFT team to provide support to key culture/SHIFT projects including Climate Beacons and preparing for and speaking at stakeholder events. Tasks could include organising of events, project documentation, contribution to funding applications, project administration, monitoring and evaluation and dissemination of project impacts to funders and partners.

**culture/SHIFT team (10%)**

* Under the leadership of the culture/SHIFT manager, work with the rest of the team as required to achieve CCS’s aims
* Attend and actively contribute to culture/SHIFT team and general team meetings
* Any other appropriate duties as required

# Person specification

Essential characteristics

1. Ability to deliver inspiring and innovative events (online and in-person) for diverse professional audiences
2. Ability to produce and deliver high-quality, accessible digital resources for diverse professional audiences
3. Excellent written and oral communications skills, including the ability to run and facilitate events and deliver presentations to a wide range of audiences
4. Excellent organisational skills including the ability to deliver projects within budget and on time
5. Good awareness of a range of digital platforms for information sharing, network building and producing events
6. Ability to form strong relationships and partnerships with colleagues and external individuals and organisations
7. A commitment to the role of arts and culture in addressing climate change
8. A commitment to EDI and its intersection with climate justice
9. Flair and imagination

Desirable characteristics

1. Strong knowledge of the Scottish climate change
2. Strong knowledge of the Scottish cultural sectors
3. Experience of video and photo editing applications such as Canva and Videopad
4. Experience of managing Wordpress websites
5. Experience of social media platforms including Twitter, Facebook and Instagram

# Application process

The application process is as follows:

1. Applications must be made through the website [here](https://www.creativecarbonscotland.com/culture-shift-officer/)unless you have difficulty accessing or using the website (see **Accessibility** below).
2. Please study the **job description** and **person specification** closely and ensure that you demonstrate clearly in the application form how your skills and experience meet them.
3. Complete the online application form on the webpage here [*insert hyperlink as in 1 above*]andthe separate anonymous online [Equality Monitoring Survey](https://www.surveymonkey.com/r/HSJNL6Q) by Sunday 29 May at23:59
4. Confirm on the application form that you have completed the Equality Monitoring Survey. The survey is anonymous and the information provided will not affect your application in any way.

Once you submit your application through the online form you will receive an automated acknowledgement of receipt –-please contact us on [info@creativecarbonscotland.com](mailto:info@creativecarbonscotland.com) if you do not. Shortlisted candidates will be invited by email to interview by Monday 6 June. Interviews will be held on Microsoft Teams in the week commencing 13 June. We expect to make an offer by Friday 24 June and for the selected candidate to begin work on Monday 1August or on a date to be agreed. Once the appointment has been made, we will offer feedback to all applicants by email, starting around Monday 27June.

In summary, the anticipated schedule is:

Application deadline: 23:59 on Sunday 29 May

Invitation to interview: Issued to those on the shortlist by Monday 6 June via email

Interviews: Virtually via MS Teams on the week commencing 13 June

Candidate commences: 1 August or as agreed

Feedback: Offered to all applicants via email from around 27 June

**Accessibility, equalities and data protection**

CCS wants to increase the diversity of our team so that people with a range of views and experiences contribute to our thinking. Before we pass your application to our recruitment panel we will remove your personal data to help them avoid conscious or unconscious bias during the shortlisting process.

## Accessibility

Applications will only be accepted via the application form on our website, but we are happy to make alternative arrangements if you have any problems in using the site (for example, if you are experiencing digital exclusion or have specific accessibility requirements). If we can help you with this please write to [alexis.woolley@creativecarbonscotland.com](mailto:alexis.woolley@creativecarbonscotland.com) or phone/text 07976 210288 to seek assistance in good time before the closing date of 29 May. Please note that Alexis works Tuesday to Thursday and may not reply on other days. Your interactions with us on accessibility will remain confidential and will not be shared with the recruitment panel.

## **Equalities**

Creative Carbon Scotland promotes a diverse and inclusive working environment. We welcome applications from everyone with suitable skills and experience and we will make reasonable adjustments where necessary to enable people with particular needs or requirements to work with us. Our Equalities Policy and Safe Working Statement are [available](https://www.creativecarbonscotland.com/about/policies-documents/) on our website. Please remember to complete our Equal Opportunities Monitoring [Survey](https://www.surveymonkey.com/r/HSJNL6Q).

As this role includes the integration of EDI and climate justice into our Green Tease and Library of Creative Sustainability projects, we particularly encourage applications from disabled people, those who are D/deaf, Black/+ People of Colour, those from minority ethnic communities, or from a low-income background.

## Data protection

We will only use the personal data you provide in your application for the purpose of completing this recruitment process. All records created during the course of this process will be permanently deleted once the appointee is under contract. For more information on how we handle your data, take a look at our [Data Protection and Information Security](https://www.creativecarbonscotland.com/about/policies-documents/) policy.