



Luminate recruitment information

Head of Operations and Development

Part time (24 hours per week)

Thank you for your interest in the role of Head of Operations and Development for Luminate, Scotland's creative ageing organisation. Please find below a job description and some background information.

How to Apply:

Please send your completed application form **by 9.00am on Monday 28th April** to Luminate, either by email or post as follows:

Electronically to: recruitment@luminatescotland.org

In hard copy to: Luminate, First Floor, Causewayside House,
160 Causewayside, Edinburgh EH9 1PR

All applicants are asked to complete our application form. Please do not send a CV along with or in place of this form.

If you would like any of this information in a different format or require support in making an application, please contact us at recruitment@luminatescotland.org or by phone on 0131 668 8066.

Interviews will take place in Edinburgh on Wednesday 7th May.

If you would like to discuss the post in more detail please email Luminate at recruitment@luminatescotland.org or call 0131 668 8066 to arrange to speak to Anne Gallacher, Director.

We look forward to receiving your application and thank you for your interest in Luminate.

Scotland's creative ageing organisation

luminatescotland.org

e info@luminatescotland.org

t +44 (0) 131 668 8066

First Floor, Causewayside House, 160 Causewayside, Edinburgh EH9 1PR

Luminate is a Scottish Charitable Incorporated Organisation, No. SC044652

Introduction

Luminate is Scotland's creative ageing organisation. We work across Scotland to ensure that older people's creativity can flourish whatever their circumstances, experience, interests and ambitions. We are the leadership organisation for creative ageing in Scotland.

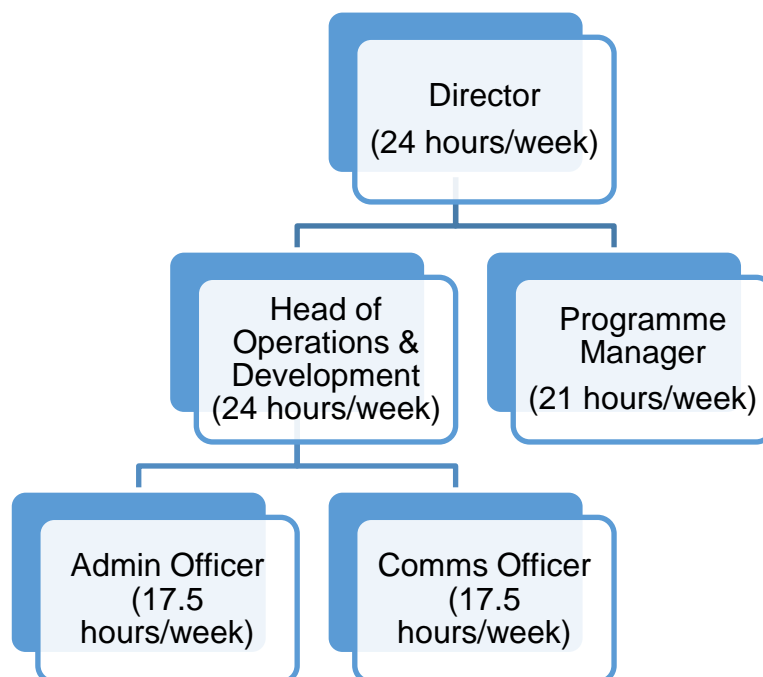
Our focus

We are a developmental organisation, and we support the development of creative ageing practice in a wide range of contexts. Our creative projects are designed to explore and test new ways of working and/or to engage new communities, and we always share our learning with others to support the development of practice. We run networking, training and other professional development opportunities, and we work with wide-ranging collaborators including artists and cultural organisations, community groups and social care providers.

How we work

Luminate is one of Creative Scotland's Multi Year Funded organisations, and we are supported by Age Scotland in whose office we are co-located. Our plans for the period of our Multi Year Funding award – 2025-28 – are currently being fine-tuned and include a new locally-based programme which we aim to start in Angus in 2026.

The charity has a small staff team and we are in the process of a restructure to ensure that we are best placed to deliver our growing programme, and to give us the best chance of long-term sustainability. The Head of Operations and Development is a new post for the charity, and the postholder will line manage two other new posts: p/t Admin Officer and p/t Comms Officer. The role will work closely with the Director and Programme Manager.



We are based in Age Scotland's Edinburgh office, and we work closely with Age Scotland colleagues. The Luminate staff team operates in a hybrid way, and we currently expect at least 40% of each team member's working week to be spent in the office.

Further information on Luminate and our work is available at <https://www.luminatescotland.org/> and <https://singing.luminatescotland.org/>.



Photos (clockwise from top left): Creativity for Carers in Harris – photo Al Johnston; Arts and Older People Gathering in Edinburgh – photo Jassy Earl; Erskine care homes sculpture trail – photo Jamie Williamson; Christine Thynne (older artist bursary recipient) – photo Robbie Synge.

Head of Operations and Development

Purpose of post

This new role will provide strategic leadership and business direction for Luminate, leading on business development, fundraising, finances and operations. The postholder will work collaboratively with the Director to deliver the SCIO's creative vision and ensure that Luminate is sustainable and compliant. Note: *the Director fulfils the responsibilities of the CEO. The Head of Operations and Development line manages the Admin Officer & Comms Officer.*

Responsibilities

1. **Strategic leadership**

- Provide strategic leadership that drives the management of the charity.
- Initiate and lead strategic approaches for Luminate that aim to achieve organisational sustainability and enable growth.

- Develop and lead activities and partnerships aimed at strengthening the charity's brand and increasing income and capacity.
- Work closely with the Director and Trustees on the development and delivery of the charity's overall vision and strategic planning.

2. Profile, external relationships and influence

- Work closely with the Communications Officer to ensure effective marketing, communications and brand development for Luminate.
- Working across the team and with key partners, ensure that Luminate has a strategic and impactful programme of advocacy and influencing work in support of older people's creativity and of Luminate's work.
- Initiate, develop and maintain excellent working relationships with new and existing stakeholders, and ensure that other team members are supported in stakeholder relationships that they are developing in the field.

3. Fundraising and business development

- Explore, develop and maintain new initiatives that build Luminate's capacity and income, working closely with colleagues. This is likely to include the development of new partnerships and consideration of income generation approaches.
- Design and deliver fundraising campaigns that support the development of the creative programme and strengthen Luminate's impact on older people
- Ensure that partnerships are well-stewarded and grant management carried out effectively, with reporting carried out in a timely fashion

4. Organisational leadership & compliance

- Work closely with the Admin Officer to ensure that the organisation, its office and systems run smoothly, and that project delivery is well-supported.

Note: at present we are co-located in Age Scotland's office, and some systems responsibilities involve liaison with Age Scotland colleagues who support us in certain logistical areas. This arrangement is in place till at least 2028.

- Ensure that Luminate complies with its policies, contractual commitments and legislation.
- Ensure that Luminate's HR processes are robust, supportive and exhibit good practice.
- Ensure trustees have the info they need in a timely fashion, and that meetings are effectively co-ordinated and serviced.

5. Financial management

- Oversee the financial management of the charity, ensuring that targets are met and work is delivered within budget.
- Produce regular reports for the Board.

- Oversee the preparation of management and statutory accounts.

Note: Age Scotland's finance team currently support Luminate's book-keeping and financial management, so the Financial Management responsibilities involve working with Age Scotland colleagues. This arrangement is in place till at least 2028.

6. General

- Play an active role in Luminate's future development as a member of the Luminate team.
- Deputise for the Director as required.
- Any other duties commensurate with the level of the responsibility of the post.

Person specification

These are the things we will be looking for from applicants. We recognise that candidates may not have all the areas of experience outlined, so if you match most of these and you are excited about the job, we would love to hear from you.

- Proven skills in organisation management in an arts charity or other third sector environment
- Proven ability to develop and deliver income generation, fundraising and capacity building initiatives in a third sector context
- Sound understanding of charity and project finances, and experience of budget management
- Working knowledge of the legislative and regulatory requirements of charities, and a commitment to an ethical approach
- Excellent planning and time management skills, and the ability to prioritise workload to meet deadlines
- A strategic mindset with the ability to think both creatively and critically
- The ability to work effectively with colleagues in a small and busy team, and in partnership with collaborators from a range of professional backgrounds and viewpoints
- Excellent communication skills with the ability to write and present clearly
- Excellent leadership and management skills, with the ability to inspire and motivate a team
- Excellent IT skills
- An understanding of, and commitment to, equality, diversity and inclusion
- Interest in and enthusiasm for the arts, and their importance in a community context
- Interest in working with older people

Job details

Title:	Head of Operations and Development
Reports to:	Luminate Director
Reporting to this post:	Admin Officer & Communications Officer
Hours:	24 hours per week

The post offers a flexible work pattern to be agreed with the successful candidate, subject to the need to ensure staff cover on all 5 days of the working week. Candidates should expect to spread their hours over at least 4 days in the week and should be available to work on Fridays.

Our usual office/working hours are 9am to 5pm, Monday to Friday (these are the opening hours of our base in Age Scotland's office). Flexible working will be required outside office hours, and time off in lieu is available in relation to any overtime.

Holidays:	Pro rata entitlement based on an annual full-time (35 hours/week) entitlement of 27 days paid holiday leave per year, plus 12 statutory holidays of which 4 statutory days are fixed.
Salary:	£40,000 pro rata for 24 hours/week (based on full-time: 35 hours/week) plus pension
Probation:	The post is subject to a 6-month probation period.
Location:	<p>The Luminate team operates in a hybrid way, and we currently expect at least 40% of each person's working week to be spent in the office.</p> <p>Luminate is based in Age Scotland's office at First Floor, Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR.</p> <p>Some travel across Scotland will be required, including overnight stays.</p>

Luminate welcomes applications from all sections of our community. We recognise that there are barriers to working in the arts and that these challenges are experienced more acutely by some people. We are committed to increasing the diversity of those working in our sector and especially welcome applications from those who identify as having characteristics currently under-represented in our sector. This includes people with protected characteristics as defined by the Equality Act 2010 across age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.