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|  | **Triennial Public Programmes Co-ordinator:**  **Schools and Communities**  **APPLICATION PACK** |
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Thank you for your interest in the above vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete and return:

1. application form,
2. covering letter that explains why you are applying for the position and how your experience and expertise fits the role,
3. up to date CV which explains any gaps in employment.

Once you have completed your application documents, please return them to:

Recruitment

Creative Foundation

The Block

65-69 Tontine Street

Folkestone

Kent

CT20 1JR

We would prefer hard copies of application documents but applications can be emailed if there are any unforeseen problems with postal services to:

Ioannis Ioannou, Marketing and Engagement Manager

[ioannisioannou@creativefoundation.org.uk](mailto:ioannisioannou@creativefoundation.org.uk)

**Deadlines**

Closing date for applications: Friday 29 November 2013

The Creative Foundation

November 2013



**BACKGROUND INFORMATION**

**Our Vision**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone.**

Objective 1: Bring quality art to the town for everyone in Folkestone.

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter.

Objective 3: Provide opportunities for people to develop creatively.

Objective 4: Encourage creative engagement with partners and agencies.

**Goal 2: Creatively transform the look of Folkestone.**

Objective 1: Bring artwork to the town.

Objective 2: Creatively maintain the Creative Foundation portfolio.

Objective 3: Ensure the Creative Quarter public realm looks and feels attractive.

Objective 4: Encourage creative engagement by relevant bodies and individuals with property and the public realm.

**Goal 3: Creatively change the economy of Folkestone.**

Objective 1: Attract and retain new creative businesses.

Objective 2: Deliver the creative visitor economy.

Objective 3: Attract creatively engaged people to live in Folkestone.

Objective 4: Encourage creative investment in Folkestone by others.

**Goal 4: Change the reputation of Folkestone as a creative town.**

Objective 1: Promote the Creative Foundation model for immersive creatively-led regeneration.

Objective 2: Effective promotion of Creative Foundation activities.

Objective 3: Create a virtual Creative Foundation through digital technology.

Objective 4: Encourage others to promote the reputation of Folkestone.

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values and business plan.

Objective 2: Align the financial model with the organisation's vision.

Objective 3: Invest in resources, including staff, to deliver the vision.

Objective 4: Build appropriate partnerships to deliver the vision.

<http://www.creativefoundation.org.uk/>

<http://folkestonetriennial.org.uk/>

<http://www.quarterhouse.co.uk/>

<http://folkestonebookfest.com/>

<http://folkestoneartworks.co.uk/>

<http://www.creativequarterfolkestone.com/>

**JOB DESCRIPTION**

**Triennial Public Programmes Co-ordinator: Schools and Communities**

Reports to: Marketing and Engagement Manager

Line management responsibility for: N/A

Location: Based at Creative Foundation’s main office, 65 -69 Tontine Street, The Block, Folkestone CT20 1JR

Salary: **£18,000 per annum**

**Full time until December 2014.**

**JOB PURPOSE**

The key aim for this role is to develop and deliver an inspiring programme of talks and tours, workshops, community and schools’ projects linked to the commissioned work for Folkestone Triennial 2014. Working closely with the Marketing and Engagement Manager, the Folkestone Triennial Curator and his Project Managers, you will collaborate with artists’ community groups, member of the public and schools, ensuring they get the most from the Triennial experience. You will facilitate exceptional creative learning workshops, build effective systems for managing projects from initial idea through to finished product, as well as forging great relationships with teachers, parents and members of the public, whether they are visual art enthusiasts or not.

**Key Responsibilities**

1. To manage and deliver our schools and colleges talks and tours and workshops programmes to ensure a high quality, creative and effective learning experience for all people attending the Triennial.
2. To work with the Engagement team of the Creative Foundation on the development of our education methodology and the devising and delivery of new workshops and educational projects. To create learning resources for use within and outside the classroom.
3. To work with commissioned artists to devise and deliver workshops and creative projects related to their work.
4. To work closely with and manage relationships with schools, teachers and education agencies to ensure a programme that meets the needs of children and young people attending Folkestone Triennial with their schools.
5. To develop and maintain relationships with other organisations and agencies working with children and young people to recruit for and deliver high quality workshops and creative projects.
6. Be inspired by the opportunity to support development at a local level, enabling children, young people, adults and families in East Kent to thrive and enjoy the visual arts.
7. To schedule, book and manage the workshop programme. To liaise with teachers, parents, carers and artists to ensure the smooth running of the programme.
8. To project manage the production of workshop outcomes, working with designers, artists, venues and other partners to produce the highest quality events. To manage volunteers to launch and promote the events.
9. To assist the Development Manager with any fundraising initiatives related to the schools and communities learning programme.
10. To manage internal assessment and evaluation of the programme and to support external assessments of it, as appropriate.
11. To monitor attendance at and recruitment to our workshop programmes to ensure our priorities and targets for engaging the widest range of children and young people with our work are met.
12. To risk assess all activity and ensure that it complies with Creative Foundation child safeguarding and health and safety policies.
13. To commit to the principles of the Creative Foundation and champion our work with children and young people.
14. To support the Marketing and Engagement Manager as and when required in all aspects of business and administrative activities related to the creative learning programme.
15. All other reasonable duties, as may be requested from time to time, by the Marketing and Engagement Manager.

**Person Specification**

You will have educational, managerial and administrative experience. You will recognise creativity in everyone and as a skilled collaborator have experience of managing and co-ordinating formal and informal learning projects. You will have excellent facilitation, project management and interpersonal skills and experience of leading outstanding creative learning workshops within a visual arts context.

Please note that this post will require CRB clearance.

Out of office hours working will be required.

**Essential**

* Experience of devising, delivering and managing high quality learning programmes for families, children, young people and adult audiences.
* Excellent written and communication skills, in particular the ability to communicate clearly and confidently with both specialists and diverse audiences with differing expertise.
* Excellent event organising skills.
* Excellent administrative skills with a high level of accuracy and attention to details, including the ability to manage budgets.
* Experience of working closely with teachers and schools, parents, carers and youth leaders and understanding their needs.
* Experience of working in community learning or a museum/gallery/heritage environment.
* Project management experience.
* Ability to prioritise and manage own workload.

**Desirable**

* Degree or post graduate qualification in a related field.
* A broad understanding of contemporary visual art.
* Experience of working with young people from a wide range of backgrounds and with a diverse range of needs.
* Experience of working with artists to develop creative community learning opportunities.
* Experience of evaluating own work and of working with independent evaluators to measure the impact of education work.
* Experience of current child safeguarding and health and safety best practices.

**Attributes**

* A positive team player
* Creative and innovative
* A curious and enquiring mind
* A natural collaborator with ability to work with and inspire a wide range of people
* Demonstrates initiative when required
* Calm, focussed and motivated under pressure
* Reliable, good time keeper, practical and resourceful
* Business-appropriate demeanour and personal presentation
* Discretion and confidentiality
* Positive response to working in a target-driven environment
* Hard working and energetic
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.

**Triennial Public Programmes Co-ordinator: Schools and Communities**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Address: | Contact numbers: |
| Email address: |  |

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| Are you legally eligible for employment in the UK? |

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| --- |
| How did you hear about this vacancy? |

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| --- |
| What is the earliest availability to take up this new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED: DATE OF INITIAL RESPONSE: |

**SECTION 2:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTIONS, USING NO MORE THAN 500 WORDS.**

Why do you think you are suitable for the post of Triennial Public Programmes Co-ordinator: Schools and Communities and what skills will you will bring to the role?

**SECTION 3:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact at any point  YES/NO |

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| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact at any point  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** **Triennial Public Programmes Co-ordinator:**

**Schools and Communities**

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| --- | --- | --- | --- | --- |
| **Gender:** | |  | |  |
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| Male | |  | | 🞎 |
| Female | |  | | 🞎 |
|  | |  | |  |
| **Age:** | |  | |  |
|  | |  | |  |
| 18 – 25 | |  | | 🞎 |
| 26 – 35 | |  | | 🞎 |
| 36 – 45 | |  | | 🞎 |
| 46 – 55 | |  | | 🞎 |
| 56 – 65 | |  | | 🞎 |
| Over 65 | |  | | 🞎 |
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| **Ethnicity/cultural diversity** | | | |  |
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| Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | |
|  | |  | |  |
| A | White |  | |  |
|  |  |  | |  |
|  | British |  | |  |
|  | English |  | | 🞎 |
|  | Scottish |  | | 🞎 |
|  | Welsh |  | | 🞎 |
|  | Irish |  | | 🞎 |
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|  | Any other white background, please write in:  ………………………………………………… | | | |
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| B | Mixed |  | |  |
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|  | White and Black Caribbean | | | 🞎 |
|  | White and Black African | | | 🞎 |
|  | White and Asian | | | 🞎 |
|  | Any other Mixed background, please write in:  ……………………………………………………… | | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | |
|  |  | |  |  |
|  | Indian | |  | 🞎 |
|  | Pakistani | |  | 🞎 |
|  | Bangladesh | |  | 🞎 |
|  | Any other Asian background, please write in: …………………………………………………… | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | | |
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|  | Caribbean |  | | 🞎 | |
|  | African |  | | 🞎 | |
|  | Any other Black background, please write in: ……………………………………………………… | | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | | |
|  |  | |  |  | |
|  | Chinese | |  | 🞎 | |
|  | Vietnamese | |  | 🞎 | |
|  | Any other Chinese background, please write in: …………………………………………………… | | | | |
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| F | Other Ethnic Group | | |  | |
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|  | Please write in:………………………………………………… | | | | |
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| **Disability monitoring** | | | |  | |
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| Do you consider yourself disabled? | | | |  | |
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| Yes | |  | | 🞎 | |
| No | |  | | 🞎 | |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | | |
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| …………………………………………………………………………………………………… | | | | | |
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