

# Creative Communities Facilitator

## Job Description July 2020

### Job Details

<b>Job Title</b>	Creative Communities Facilitator
<b>Line Manager</b>	Creative Communities Performance Advisor
<b>Duration</b>	Fixed term to June 2021 with potential for renewal subject to funding
<b>Salary</b>	£25,000-£30,000 FTE depending on experience
<b>Location</b>	Work from home, with travel to locations in Scotland as required (in line with Scottish Government guidelines)
<b>Hours</b>	21
<b>FTE</b>	0.6

### Background & Job Purpose

Inspiring Scotland strives for a Scotland without poverty or disadvantage, where everyone, no matter who they are, has the same opportunities to reach their potential and lead happy and healthy lives. We have a long track record of working with communities to build on their strengths, maximise their impact and deliver lasting change.

Creative Communities Programme is a new programme, launched in July 2020. It is funded by the Scottish Government's directorates of Culture and Justice and aims to extend opportunities for people to take part in culture throughout their lives. We recognise each community's own local culture in generating a distinct sense of place, identity and confidence. The Programme aims to support and empower communities to further develop their own cultural activities and has two strands: 1) Between 10-15 initiatives will be funded for delivery between October 2020 and June 2021; and 2) We will support early-stage ideas which are not yet ready for implementation with development support.

Based upon the model detailed above, the purpose of the role is to work with organisations and lead individuals selected under strand 2) development support, to develop and facilitate initiatives involving culture and creativity to the point where initiatives can be fully funded, either by Creative Communities or other funding bodies.

These projects should be ones that bring people in a community together to undertake mutually beneficial activities, using this experience to increase the confidence and capacity of individuals involved and to improve the community's effectiveness in building on its strengths.

## Main Responsibilities

<b>a)</b>	Continuously reach out to, engage with and support members of selected organisations to identify their communities' passions, strengths, skills, knowledge and interests (i.e. community assets) and use these to develop projects which strengthen communities.
<b>b)</b>	Guided by community members' own wishes, and drawing on the community assets identified, enable individuals to come together and create initiatives which increase opportunities for engagement with culture and creativity
<b>c)</b>	<p>Support selected communities/organisations to:</p> <ul style="list-style-type: none"> <li>• Identify, engage and 'recruit' local residents/groups/organisations to ensure a broad range of views and interests are represented.</li> <li>• Connect with others (including artists and makers) to help develop and achieve the community's aims</li> <li>• Make connections with local government, third sector, funders and local organisations to gain support and buy-in for proposals</li> <li>• Identify and adapt proposed activity to lever assets and meet objectives</li> <li>• Develop evaluation frameworks to understand and measure potential benefits</li> <li>• Promote the projects, the learning and their journeys through social media.</li> </ul>
<b>d)</b>	Provide on-going support to strengthen organisations and develop working groups to enable sharing of learning, best practice, and cross-fertilisation.
<b>e)</b>	Support selected organisations to document the development process and capture learning, potentially through film or video.
<b>f)</b>	Liaise closely with Creative Communities Performance Advisor and fully-funded Creative Communities organisations to share learning and to attend training/development activities as appropriate.
<b>g)</b>	Provide Monthly, quarterly and annual monitoring and reporting on progress and learning.
<b>h)</b>	Provide content and insight to promote supported projects and the Creative Communities Programme overall.

## Key Relationships

**External** – Funded organisations throughout Scotland, Scottish Government policy colleagues, Culture Sector partners, Community development organisations, academic partners, other arts and culture funders, stakeholders and support agencies linked to this policy area.

**Internal** – Creative Communities Performance Advisor, Head of Funds, all colleagues working on other funds, other SMT, Finance, Admin and Communications teams.

In this role you will mainly work alongside **one other colleague – the Performance Advisor for Creative Communities** who works 4 days a week.

You will also work closely with the core team of Inspiring Scotland – including finance and communications.

## Working Arrangements

This position is funded by the CC fund and will run for the length of this fund, depending on fund renewal. Your role is home based for contractual purposes; however, you will be expected to travel across Scotland to meet with your charities, support their work in delivering fund outcomes. You will also be required to attend regular meetings at Inspiring Scotland's office in Edinburgh, post C19 lockdown being lifted.

Please note that due to the coronavirus pandemic, Inspiring Scotland will closely follow guidelines for safe working. Currently all Inspiring Scotland team members are working from home and travel will only be permitted when it is deemed safe to do so.

Start date will be ASAP or end of September if possible.

## Knowledge, skills and experience needed for the job

### Essential

- Flexibility, excellent intuition and emotional intelligence, and the self-confidence to adopt a positive approach.
- Knowledge and experience of working with one or more art forms and an understanding of the creative process.
- Experience in enabling community-led projects using an asset-based approach.
- Community engagement experience with the courage, conviction and skills to innovate and overcome obstacles.
- Experience in enabling sustainable individual and group development with the skills to nurture, motivate and empower people to do this for themselves and on their terms.
- Strong interpersonal skills with ability to: build and maintain relationships based on trust and respect; communicate with and relate to people at all levels; listen well; treat people with empathy and be non-judgemental; and manage conflict.
- Experience of working in partnership with and, where necessary, co-ordinating action across a variety of organisations/groups with differing vested interests.
- Organisational and time management skills with an ability to manage a wide range of planning and operational tasks often working to tight deadlines.
- Confidence, adaptability and resilience with ability to respond flexibly to the needs of multiple communities and initiatives across a portfolio.
- A drive for results with a strong focus on reflective practice and self-care.
- An effective team player who is willing to contribute to the work of the wider team.
- Strong ICT skills and competency in Microsoft Office.
- Up to date PVG clearance and relevant training.

### Desirable

- Knowledge of evaluation techniques particularly identifying indicators of more intangible outcomes (e.g. self-confidence, self-efficacy, sense of belonging) and implementing approaches to capture, record and analyse this information.
- Knowledge of relevant policy and strategic thinking especially culture, place-based working, community empowerment, and social policy.
- Driver's licence and use of a car.

## Employee Benefits

Please note, all benefits Pro Rata for 0.6 FTE:

<b>Remuneration</b>	£25,000 - £30,000 (depending on experience)
<b>Annual Leave</b>	29 days annual leave plus 8 Public Holidays
<b>Group Personal Pension</b>	Employer contribution of 9.25% of your basic salary
<b>Private Health Cover</b>	Individual membership with option to cover family members at own cost
<b>Car Allowance</b>	Where your role requires travel, you are entitled to a car allowance of 7.62% of your basic salary
<b>Death in Service Cover</b>	You will be included in Inspiring Scotland's Group Death in Service policy at an insurable amount of 4 times your basic salary
<b>Home Based Contracts</b>	With the exception of the first 10 miles to and from your home all business mileage will be reimbursed in line with our expenses policy.
<b>Flexible Working</b>	Inspiring Scotland have an award-winning approach to flexible working which is widely adopted across the organisation

## Useful Links and Resources

- Inspiring Scotland Website: <https://www.inspiringscotland.org.uk/>
- Scottish Government Culture Strategy: <https://www.gov.scot/publications/culture-strategy-scotland/>
- Scottish Government Justice Strategy: <https://www.gov.scot/publications/justice-scotland-vision-priorities/>

## How To Apply:

If you are interested in this position, please email your CV and covering letter, including two references (one of which to be your most recent employer) to Peter Jones [peter@inspiringscotland.org.uk](mailto:peter@inspiringscotland.org.uk) by 12 noon on Monday 10<sup>th</sup> August.

Please let us know if you would like more information or an informal conversation about the role.

Please note, interviews will be held via video call on the afternoon of Tuesday August 18 and Thursday August 20.

If you would like an informal chat about this role, please email [erica@inspiringscotland.org.uk](mailto:erica@inspiringscotland.org.uk)

Thank you for your interest.