**Creative Communities Intern Job Description**

**October 2021**

**Position Overview:**

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| **Job Title**  | Creative Communities Intern  |
| **Line Manager**  | Creative Communities Fund Manager  |
| **Duration**  | Fixed term from Jan 2022 - Dec 2022  |
| **Salary**  | We pay the Living Wage of £9.50 per hour plus benefits (details below) |
| **Location**  | All Inspiring Scotland employees work flexibly from home and/or the Inspiring Scotland office in Edinburgh. You will be provided with a laptop and support to work from home safely and effectively. Some travel may be required. |
| **Hours**  | 28  |
| **FTE**  | 0.8 |
| **Website** | <https://www.inspiringscotland.org.uk/what-we-do/our-funds/creative-communities/>  |

**About Inspiring Scotland and the Creative Communities Programme:**

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.

You can read more about Inspiring Scotland here: <https://www.inspiringscotland.org.uk/>

Creative Communities 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 develop their own cultural activities and has two strands: 1) Up to 30 initiatives are funded for delivery in each funding year (July-June) and 2) We support early-stage ideas of community lead organisations which are not yet ready for implementation with development support and seed funding.

**The Role:**

We are looking for an enthusiastic individual to join the team and assist us as we support the organisations in the Creative Communities portfolio to deliver projects which enable communities to engage with culture and creativity.

This is an excellent opportunity to learn from a passionate team with a wealth of experience spanning across the private, voluntary, and public sectors. We are looking for someone who is ready to learn and make an impact through a variety of tasks.

**Role Requirements:**

**Essential Criteria:**

* A genuine interest in the arts and creativity and their importance for wellbeing
* The desire to work in a professional environment and learn about the Third Sector
* Adaptable and flexible when working across varied tasks with changing demands
* Able to manage your own workload and support others where necessary
* A team player, comfortable collaborating with others to achieve shared objectives
* Motivated, enthusiastic and self-starting with a commitment and drive for improvement

**Your main tasks will involve:**

* Administration and finance
	+ Managing enquiries and updating database records
	+ Attending team meetings, creating agendas, compiling action logs and taking minutes
	+ Working with the finance team to manage grant payments
	+ Ad hoc duties as they arise
* Supporting charities
	+ Planning and coordinating charity portfolio meetings and training events (contacting participants, booking venues or confirming online meeting details, sending documentation, and collating event feedback with support from other team members)
	+ Working closely with our Specialist Volunteer Network Coordinator to make sure the portfolio charities are receiving specialist support
	+ Visiting supported charities accompanied by other fund colleagues (if permitted due to Covid\_19)
* Communications
	+ Working with the communications team to develop a communications plan and digital strategy for marketing, growth and PR opportunities.
	+ Researching, managing and posting key messaging on social media
	+ Creating newsletters and updating the website

**Essential Skills Required:**

* Good understanding of social media channels (Facebook, Twitter, LinkedIn, YouTube) and how to use them
* Strong written and verbal communication skills that can be adapted for different audiences
* Working knowledge of Microsoft Office Packages: Word, Excel, PowerPoint
* Ability to analyse data to inform your judgement

**Desirable Skills:**

* Creative copywriting skills
* Experience of various online communication platforms: Teams, Zoom, Slack
* Understanding of online marketing and marketing channels
* Interest in the Third Sector
* Interest in the Creative Sector
* Event management experience
* Knowledge of Creative Software Packages such as: Canva, InDesign, Photoshop

**Key Relationships:**

In this role you will mainly work alongside three other colleagues who make up the core Creative Communities team.

You will also come into contact, via meetings and events, with many external stakeholders including Scottish Government policy colleagues, our supported charities, academic partners and other arts and culture funders.

You will work closely with the core team of Inspiring Scotland including Finance and Communications, the Senior Management Team and colleagues working on other funds.

**How to apply:**

Closing date: **5pm**, **19th Nov 2021**

Please complete the [Application](https://www.inspiringscotland.org.uk/wp-content/uploads/2021/02/Application-form.docx) Form and the [Equality and Diversity Monitoring Form](https://www.inspiringscotland.org.uk/wp-content/uploads/2021/09/Inspiring-Scotland_Equal-Opportunities-Monitoring-Form.docx) by the closing date above. Please send these by email to: recruitment@inspiringscotland.org.uk

If you have the right skills for the job, we want to hear from you. At Inspiring Scotland, we are not all the same. We encourage applications, regardless of age, disability, gender identity, family status, sexual orientation, religion, belief, or race. We deliver services and products to everyone, and we believe in individual uniqueness.

We are dedicated to making society fairer and more equitable, which means including all parts of society in our organisation, specifically those who have been excluded in the past. We therefore want to increase the diversity of our team to widen our range of views and experiences, and particularly encourage applications from disabled people, Black/+ People of Colour, those from minority ethnic communities, from a low-income background, or from other under-represented communities.

We are committed to actively promoting equality and diversity in all of our work. All applications will be anonymised during the initial shortlisting to guard against unconscious bias.

Applicants must be resident in Scotland and have permission to work in the UK.

Interviews will be held in December 2021 via video call. If you think you will need any support to help you at interview, please mention this in your application form.

The position will start in January 2022 dependant on notice periods/ availability etc.

**Employee Benefits:**

Annual Leave: 29 days annual leave plus 8 public holidays, pro rata.

Group Personal Pension: Employer contribution of 9.25% of your basic salary

Private Health Cover: Individual membership with option to cover family members at own cost

Bike to work scheme: this scheme is designed to help you save money on a new bike to commute to work and to spread the cost of the bike over monthly tax-free instalments.

Childcare vouchers: Only open to existing members, as per new regulations from 2018.

Death in Service Cover: You will be included in Inspiring Scotland’s Group Death in Service policy at an insurable amount of 4 times your basic salary

Equal Opportunities and Flexible Working: Inspiring Scotland is an equal opportunities employer and have an award-winning approach to flexible working which is widely adopted across the organisation.