**Maternity Cover: Creative Communities Fund Facilitator Job Description**

**October 2021**

**Position Overview:**

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| **Job Title** | Creative Communities Fund Facilitator |
| **Line Manager** | Creative Communities Fund Manager |
| **Duration** | Fixed term from Jan 2022- Dec 2022 |
| **Salary** | £25,000-£30,000 FTE depending on experience |
| **Location** | Work from home, with travel to locations in Scotland as required (in line with Scottish Government guidelines) |
| **Hours** | 21 |
| **FTE** | 0.6 |
| **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 further 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.

Based upon the model detailed above, the purpose of the role is to work with organisations and lead individuals and organisations selected under strand 2. Development support will help community organisations to research, develop and facilitate initiatives involving culture and creativity to the point where projects 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.

**The Role:**

We are looking for an enthusiastic and organised individual to take on this 12-month maternity cover role as a Creative Communities Fund Facilitator. This role is mainly to support the Creative Communities development organisations as well as to help facilitate the implementation of the Creative Communities Fund as a whole.

**The Role: Main Responsibilities**

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| **a)** | 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)** | 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. |
| **c)** | Support selected communities/organisations to:  • Identify, engage and ‘recruit’ local residents/ groups/ organisations to ensure a broad range of views and interests are represented.  • Connect with others (including artists and makers) to help develop and achieve the community’s aims  • Make connections with local government, third sector, funders and local organisations to gain support and buy-in for proposals  • Identify and adapt proposed activity to lever assets and meet objectives  • Develop evaluation frameworks to understand and measure potential benefits  • Promote the projects, the learning and their journeys through social media. |
| **d)** | Provide on-going support to strengthen organisations and develop working groups to enable sharing of learning, best practice, and cross-fertilisation. |
| **e)** | Support selected organisations to document the development process and capture learning, potentially through film or video. |
| **f)** | Liaise closely with the Creative Communities Fund Manager and fully funded Creative Communities organisations to share learning and to develop and facilitate training, peer networking events and portfolio events as appropriate. |
| **g)** | Provide regular monitoring and reporting on progress and learning. |
| **h)** | Support the administration and facilitation of the Creative Communities Programme as a whole including social media management, database updates, evaluation support, marketing and comms planning etc. |
| **i)** | Provide content and insight to promote supported projects and the Creative Communities Programme overall |
| **j)** | Creative Communities Intern Management (shared responsibility) |
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**Role Requirements:**

**Essential**

* Excellent communication skills: written and verbal
* Strong working knowledge of Microsoft Office applications
* Working knowledge of various social media and comms platforms including Twitter, Teams, Zoom, Slack
* Creative copywriting/ content skills
* A genuine interest in the arts and creativity and their importance for wellbeing
* Knowledge of the Third Sector in Scotland
* Event management experience

**Desirable**

* Experience in the Creative Industries
* Experience of Project Management in Community Arts
* Knowledge of design/ content software such as Canva, InDesign, Photoshop
* Experience of managing other staff
* Understanding of the current national funding landscape

**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 Fund Manager and other members of staff working within the Creative Communities Programme, all colleagues working on other funds, other Senior Management Team, Finance, Admin and Communications teams.

In this role you will mainly work alongside three other colleagues – the Creative Communities Fund Manager, the Creative Communities Performance & Impact Advisor and a Creative Communities Intern.

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

**Working Arrangements:**

This position is funded by the Creative Communities Fund. Your role is home based for contractual purposes; however, you will be expected to travel across Scotland from time to time to meet with your charities and support their work in delivering fund outcomes. You will also be required to attend regular in-person meetings at either Inspiring Scotland’s office in Edinburgh, or another location tbc.

Please note that due to the coronavirus pandemic, Inspiring Scotland will closely follow guidelines for safe working. Currently Inspiring Scotland team members are mainly working from home.

**How to apply:**

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

Please complete the [Application Form](https://www.inspiringscotland.org.uk/wp-content/uploads/2021/02/Application-form.docx) 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](mailto: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 email.

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

Car Allowance: Where your role requires travel, you are entitled to a car allowance of 7.62% of your basic salary

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.