



LINCOLNSHIRE ONE VENUES PROJECT WORKER

APPLICANT INFORMATION PACK

Contents

1. Introduction / Recruitment Timetable / How to Apply
2. About LOV and the 2015 – 2018 programme
3. Advertisement
4. The Role: *Job Description*
5. The Person: *Person Spec*

Project Worker Information Pack

1. Introduction / Recruitment Timetable / How to Apply

Dear Applicant

RE: LOV Project Worker

Thank you for your interest in the above position.

Please find below, background information, job description and person specification.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfil the essential criteria for the position, you are unlikely to be successful in your application.

For further information or an informal chat about the post please contact Emily Bowman on 07713 200782 or email Emily.bowman@litc.org.uk.

Please return your completed application form and equal opportunities form to lovadmin@litc.org.uk by **9.00am on Thursday 9th February 2017**. After this time applications will not be accepted. Please note that only electronic applications will be accepted.

Successful short listed applicants will be notified by **Wednesday 15th February** with interviews on **Wednesday 22nd February**. Interviews will take place at the **Guildhall Arts Centre, Grantham**.

We hope that the successful applicant will be in post by the end of March 2017.

We look forward to receiving your application.

Yours sincerely

Emily Bowman
Projects Manager – Lincolnshire One Venues

Project Worker Information Pack

2. About Lincolnshire One Venues (LOV)

Lincolnshire One Venues (LOV) is a network of visual and performing arts centres in Lincolnshire, established to create a more coherent arts offer across a large and predominately rural county. Since 2007 LOV has been developing a brand new way of working – we are challenging how venues and cultural organisations work together to become stronger, cohesive and more adaptable in the current economic climate.

One of the objectives for the network is to strengthen audience development work; with funding awarded by the Paul Hamlyn Foundation (PHF) in April 2012, the network set up the Young People's Programme (YPP), to focus specifically on developing young audiences and engaging young people aged 12-25 from across the county.

"We believe LOV is breaking new ground by creating a model of working with young people across arts venues that is unique in the UK" Paul Hamlyn Foundation Case Studies 2013 – 14

We have achieved a lot and learnt a lot over the past five years, not only about how we can work with young people but also how we can work together as a network.

In 2015 we secured further funding of £550,000 from the Paul Hamlyn Foundation, the Esmée Fairbairn Foundation and Arts Council England until March 2018/2019, to help us to continue to grow and develop the Young People's Programme and develop the LOV network.

LOV Young People's Programme:

At the heart of the LOV Young People's Programme (LOVYPP) is a desire to deepen Young People's engagement with the arts, create genuine responses and increase their influence within the venues in line with their ideas, needs and expectations.

LOV are working with the venues to increase opportunities for young people as audience members, participants and decision makers. This includes opportunities for young people to commission creative practitioners, to produce new work with and for young people as well as skills development for young people interested in becoming involved in the governance and programming of the venues.

Who have we engaged?

7300 Young audience members
4570 young participants and performers
456 decision makers
17 Internships, 8 Apprenticeships and 8 work placements

What our young people say:

92% said their interactions with the venues has been positive
90% said their ideas are valued
89% felt they could influence the shape of the Young People's Programme

What do we deliver?

- Weekly opportunities for young people to take control in their venues, meet socially and gain valuable experience in self-directed events management
- Programme professional work
- Go & See opportunities across the network and nationally both in performing and visual arts
- Performance and sharing opportunities in LOV venues
- Skills development workshops for emerging artists
- Commissioning & Bursaries

Project Worker Information Pack

- Bespoke school's projects
- Artist/Company led workshops
- Partnership projects
- Mentorship and shadowing
- Work placements
- Networking opportunities & seminars
- Masterclasses

“LOV has not only helped me grow on a personal level but also professionally, some of my best personal achievements have come through my work with LOV and this has helped me build a very respectable CV.” – Participant

What have we delivered to date?

1475 decision making sessions

538 artist-led workshops & masterclasses

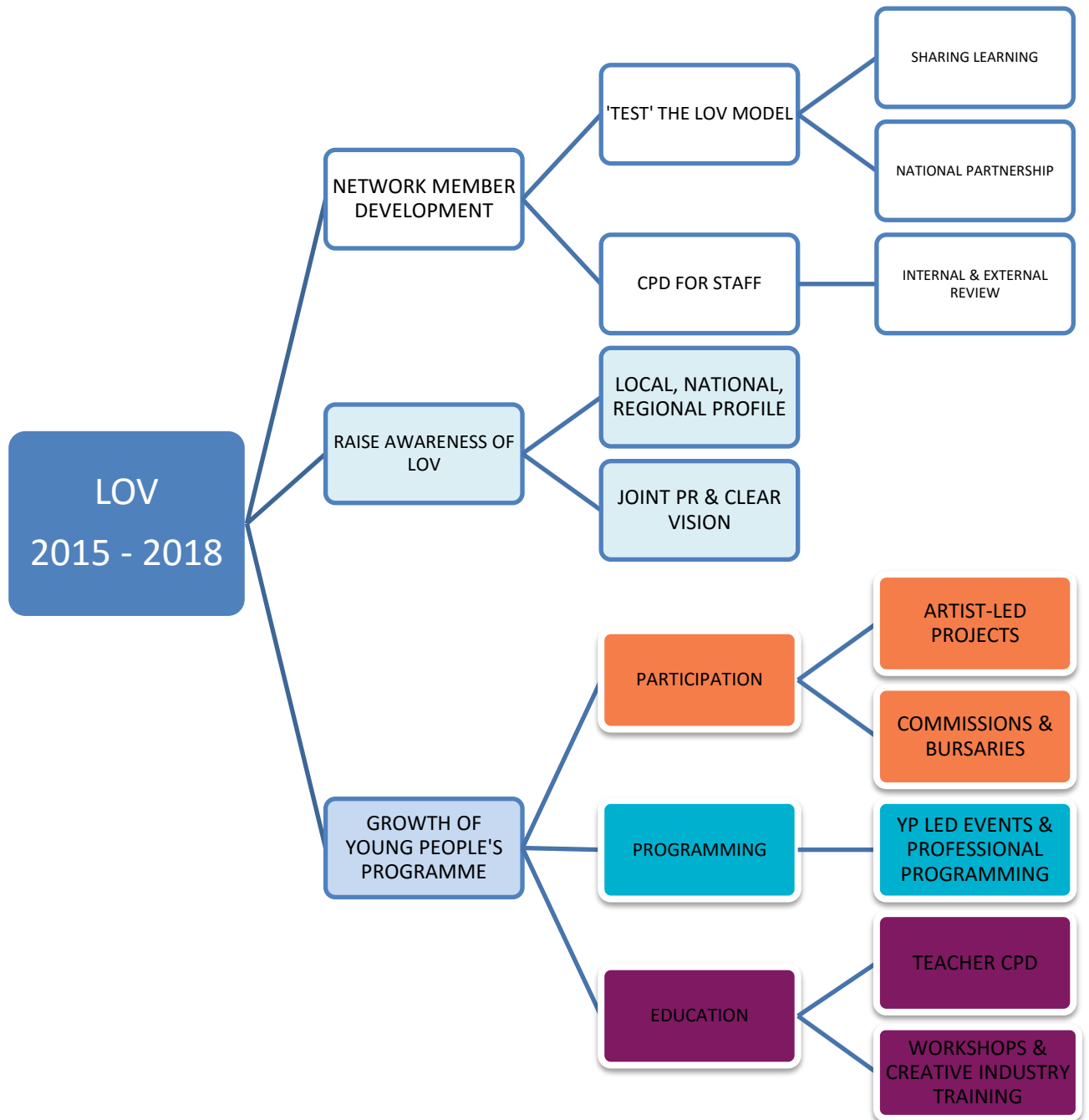
233 youth-led events

Progression Routes:

In order to offer our young participants clear progression and development through the programme LOV created a simple progression plan to ensure all the young people engaged in the programme get what they want from being part of LOV. This is evaluated regularly to keep in tune with the developing needs of our young participants.

The future of LOV:

LOV are committed to working together to achieve a series of ambitious and innovative outcomes. These outcomes will bring benefits to the young people of Lincolnshire, enhance the cultural offer of the county, influence the wider cultural sector and highlight a new way of working for rural arts venues.



PROPOSED OUTCOMES:

Local Young People (and Communities):

- More young people, 12 – 25 years in Lincolnshire (4000) will participate in arts activities, through formal education and independently; being encouraged to develop their own work as artistic producers within professional venues; as well as accessing progression routes and alternative skills development within the creative industries through workshops, training and mentoring within the LOV venues.
- More events will take place within LOV venues that are aimed at young audiences giving them further opportunities to engage in their local venue and culture
- Local young people will feel genuinely connected to their venue; gaining real experience of artistic programming within venues and being supported to commission and programme professional work for Lincolnshire

The LOV Network Members

- LOV Network Members will create a genuine change in their working practices by including young people as an integral part of their governance and community engagement practices.
- Awareness of the network locally, regionally and nationally will be raised through increased capacity for joint PR, local marketing and partnership working with local organisations and businesses, helping to increase future audiences and ongoing support from the local community.
- CPD for venue staff will be a priority to enable them to support the development of LOV and the young people's Projects and become advocates for the growth of the network

The Wider Local, Regional and National Arts and Cultural Sector

- The 'LOV model' will be proven and tested within a different rural context; through the development of a partnership with another cultural organisation or network working within the same rural challenges. Sharing our learning from this will enable us to start to make a change within the broader arts sector and influence delivery within the UK rural arts ecology and policy in relation to this. Putting Lincolnshire on the map.
- The network will continue to work together to lever in further funding and resources into the county for its continued development.

For further information on LOV members please visit: <http://lincolnshireonevenues.com/about-us>

3. Advertisement

Help us #sharetheLOV.

Lincolnshire One Venue Project Worker, Lincolnshire - £18,500 - £19,500 dependent on experience.

Full Time - Fixed term post until March 2018.

Lincolnshire One Venues (LOV) is a network of visual and performing arts centres in Lincolnshire, established to create a more coherent arts offer across a large and predominately rural county.

With support from the Paul Hamlyn Foundation, Esmée Fairbairn Foundation and Arts Council England, we are seeking to employ a Project Worker who will join Lincolnshire One Venues through this stage of development.

The project worker will join the existing team to deliver the three strands of the young people's programme; participation, programming and education. As the team work across the entire County of Lincolnshire there are times when you will have to work independently, so great communication and self-motivation are essential. The project worker for this post will support three venues in the network, each with a young decision making group so experience of working on participatory youth-led projects with young people is essential. This role will also take the lead on the evaluation of the project with the young evaluation team and head up a pilot outreach strand which will be developed and delivered over the coming year.

We are particularly interested to hear from people with experience in developing and leading on projects created with, by and for young people both in venues and community settings and understand the delicate balance needed to support youth-led activity.

If you are highly motivated, with great organisational and planning skills and have the experience, commitment and enthusiasm to work with young people, artists and venues then we want to hear from you.

To apply for the post please download an application pack and form from our website www.lincolnshireonevenues.com/opportunities.

Applications, which will only be accepted as email attachments and should be sent to: Lovadmin@litc.org.uk. Please mark the subject box 'Project Worker Application'.

Closing date for applications: **9.00am on Thursday 9th February 2017.**

Successful Short-listed applicants will be informed by **Wednesday 15th February.**

Interviews will take place on **Wednesday 22nd February at the Guildhall Arts Centre, Grantham.**

We look forward to receiving your application.

4. Job description

Title:	Lincolnshire One Venues Project Worker
Responsible to:	Lincolnshire One Venues Projects Manager
Responsible for:	Freelance artists, Work placements and young volunteers
Hours:	39 hours per week
Salary:	£18,500 - £19,500 dependent on experience
Base:	Mobile across Lincolnshire

The post holder will need to spend some time in each of the eleven venues but the National Centre for Craft and Design (NCCD) in Sleaford is the Project's administrative base.

This is a full time, fixed term post until March 2018 subject to a three month probationary period and annual review.

JOB PURPOSE:

To work with Lincolnshire One Venues to support, deliver and develop a programme for, and with young people and to contribute to the development of the LOV model of working.

Responsibilities:

1. Research and reflect the needs of young people in LOV Young People's Programme activities
2. Develop and deliver the LOV Young People's Programme with the rest of the project team at ten of our eleven venues through running regular decision making groups and bespoke projects
3. Support our young people to develop their skills as artists, programmers and producers
4. Facilitate the development and delivery of our pilot outreach strand over the coming year in collaboration with the rest of the project team and external artists
5. Support the application process and delivery of our bursary programme by leading and mentoring emerging artists and practitioners
6. Facilitate the relationship between venues and artists to ensure the smooth running of LOV Young People's Programme activities
7. Engage young people in LOV commissions and additional programmes developed by venues and external partners
8. Develop mutually respectful relationships between young people and Lincolnshire One Venues
9. Devise and produce interpretative and promotional material to accompany the LOV Young People's Programme activities

Project Worker Information Pack

10. To help maintain and promote the online presence of the Young People's Programme through the LOV website, local press & social media
11. Build relationships between venues, artists, young people, educational establishments and external agencies, locally, regionally and nationally to develop short and long-term partnerships
12. Contribute to the external evaluation of the project for both the LOV model and the Young People's Programme
13. Have a clear understanding of the LOV Young People's Programme and ensure its aims and objectives are effectively communicated internally and externally
14. To regularly evaluate the work delivered and report to Projects Manager to agreed deadlines
15. Work to agreed budgets and deadlines
16. Operate in accordance with venues' Health and Safety, equal opportunities and other practices, policies and procedures
17. Carry out any other duties commensurate with the job role

The Project Worker will be managed by the Projects Manager.

CORE QUALITIES & BEHAVIOURS (1Life Performance Framework)

In addition to the Key Responsibilities, 1Life has identified the core qualities and behaviours required from all colleagues for the successful delivery of our Mission, Vision, Values and commercial goals. These can be found in the 1Life Behaviour Framework and this role is required to achieve at Level 2 with particular focus on the following areas:

- Supporting others to succeed
- Planning for Success
- Owning the issue and getting it done

Note: This job description represents a statement of duties of the position, but does not include all minor duties. It is inevitable over time the nature of an individual job will change and certain duties will be lost or gained without changing the general character of the position or responsibilities. As a result this Job Description may be subject to revision.

5. Person specification

	ESSENTIAL	DESIRABLE
Education and Training	This post is open to graduates of all disciplines or people with equivalent relevant experience.	A qualification and/ or training relating to participatory arts delivery.
Relevant Experience	<p>Experience in facilitating youth-led arts activities with young people 12-25.</p> <p>Excellent team working skills, including experience of working collaboratively with creative professionals.</p> <p>Experience of working on cross art form projects, ideally venue focused.</p> <p>Experience of researching, planning and leading on the delivery of participatory projects with young people in venues and community settings.</p> <p>Experience of evaluating projects, data collection and report writing.</p>	<p>Experience of running arts learning projects.</p> <p>Experience of delivering Arts Award.</p> <p>Awareness of the specific needs of different community groups, including issues of social regeneration and inclusion.</p>
Knowledge	<p>A knowledge of contemporary arts practice.</p> <p>An understanding of the importance of accessibility in the arts.</p> <p>Passionate about the arts and engagement with young people.</p> <p>Up-to-date knowledge of best practice in engaging with young people.</p> <p>Understanding of the flexibility needed when working with young people.</p>	<p>Knowledge of the arts within the National Curriculum Framework.</p> <p>Knowledge of community arts practice.</p> <p>An understanding of marketing and audience development.</p> <p>An understanding of similarities and differences between the performing and visual arts sectors.</p>
Skills and abilities	<p>Ability to plan and work independently to deadlines.</p> <p>Ability to prioritize and work accurately under pressure with good time management.</p>	

	<p>Able to demonstrate a real enthusiasm for working in the field of creative participation.</p> <p>High standard of organisational, administrative and IT skills (including Microsoft Office, social media).</p> <p>Excellent communicator with the ability to present to a range of different stakeholders.</p> <p>A team player with the ability to empower others to deliver a project's vision.</p> <p>A high standard of written and spoken English including report writing.</p> <p>A high standard of numeracy.</p> <p>Good working knowledge of social media platforms.</p>		
General	<p>Willingness to work flexible hours including some weekends and evenings & support existing team members.</p> <p>Commitment to and understanding of the principles and practice of participation, access, equal opportunities and diversity.</p> <p>Hold a full UK driving licence and access to a car for business use.</p>	Willingness to take part in professional development opportunities.	
Core Qualities	Priority	Level	Comment
Planning for Success	Y	1	<p>Communicates plans and progress with all involved in a timely effective way</p> <p>Anticipates problems in advance and thinks about possible solutions</p>
Owning the Issue, Getting it done	Y	1	<p>Takes the initiative when the situation demands it, rather than waiting to be told</p> <p>Evaluates and learns from their work seeking and listening to feedback from others</p>
Developing our Skills and Knowledge	Y	1	<p>Continually looks to improve and develop their skill set</p> <p>Sets challenging goals for themselves</p>

Project Worker Information Pack

All candidates will be recruited against the above criteria regardless of their sex, racial, ethnic or national origin, disability, age, sexuality or responsibilities for dependents. We value a diverse workforce and celebrate our differences.

The Project requires all staff to obtain an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. The Project will cover the cost of obtaining the disclosure and reserves the right to request additional DBS checks at any time in the future.

The Project Worker will be employed by Leisure in the Community acting on behalf of the LOV Steering Group.