**We are All Makers Project Coordinator (Freelance)**

Dear Applicant,

Thank you for your interest in the post above. This application pack contains:

* Role description
* Person Specification
* Application process

If you are interested in this opportunity please send us:

* A letter of application **no more than 2 sides of A4** (covering each point on the person specification. Please use relevant and specific examples to demonstrate this.
* **OR** a video application covering each point on the person specification (no longer than 5 minutes).

Invitation to interview for the post will depend on how well you meet the Person Specification.

**Send your application to** **jobs@igniteimaginations.org.uk** **with the subject of the email as “We are All Makers”, followed by your name.**

The closing date for applications is **12 noon** on **Wednesday 4th October 2023.**

Interviews for shortlisted applicants will take place **on Tuesday 10th October 2023 via zoom**. Please state in your application if you are unavailable on this date.

**Please note applicants need to have access to their own computer, camera** andinternet connection for the interview to take place. However we are happy to make reasonable adjustments for your application and interview process if needed.

We want Ignite Imaginations to be for all of Sheffield.

We want the voices of the communities we work in to be loud and clear in our decision making and planning, and for people from many different walks of life to be visible and reflected in our staff, our artists and our board. We are committed to investing in our people, creating safe spaces for everyone and finding creative ways to ensure that everyone feels welcome and can be included in what we do.

Ignite Imaginations is committed to Equal Opportunities and encourage applications from any individuals underrepresented both in the arts sector and within our team and board.

We are keen to receive applications from individuals who represent and have a good understanding and familiarity with Sheffield-based communities and who can bring new experiences to our organisation.

To support the widest range of people in applying we are committed to ensuring that:

The recruitment pack is available in large print and other formats, please contact us if you require a hard copy (A3) or a different format. Any preprepared interview tasks will be sent to candidates with at least, 4 working days prior to interview, along with general topics that will be covered in the interview. Reasonable expenses for any access workers or PAs who will support a candidate in attending an interview, in relation to disability support as defined by Equality Act 2010 will be paid by Ignite Imaginations.

**For more information or for an informal discussion about your application and how we can support you though the process, please email jobs@igniteimaginations.org.uk or phone (0114) 268 6813.**

We look forward to receiving your application.

Luisa Golob

Chief Executive, Ignite Imaginations

Role description and person specification below

**Role Description**

**We Are All Makers Project Coordinator (Freelance)**

**Location:** Hybrid Working

* Homeworking – for planning and preparation (office based tasks)
* On Site – for workshop delivery (Sheffield location tbc)

**Managed by:** Programme Manager

**Hours of work:** 95 hours required as follows (these hours are flexible in terms of times and days. The dates and times for the programme of delivery from January onwards will be organised between this post and the Programme Manager.)

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Approximate Number of Hours** | **Activity Required** |
| w/c 16th October– w/c 30th October 2023 | 10 hours  | Open Day Planning |
| w/c 30th October  | 5 hours | Open Day Delivery |
| Between Open Day – late January  | 10 hours | Planning, preparation, applicant induction. (Possibly supporting applicant interviews) |
| Late January – (ideally w/c 22nd January) – Mid-April | 36 hours  | Workshop Delivery:12 weeks \* 2 hour workshops (with ½ hour set up/ tidy up) |
| Mid-April – Mid May  | 12 hours  | Placement Coordination and Support  |
| May- End of project | 6 hours | Celebration Event  |
| Throughout the project  | 13 hours  | Planning Throughout |

**Fee:** £2368

**Freelance Contract:** Ideally starting w/c 16th October 2023– End of May 2024

**Purpose of the role:**

To prepare, plan and facilitate a creative course for adults focussing on skills development, building knowledge and creating connections to the cultural sector in Sheffield. This will be delivered in person through creative workshops, visits to local organisations and conclude in volunteer placements for all participants. The course is aimed at adults who may have faced barriers to similar opportunities before. We want to build a stepping stone for individuals to feel able and prepared to take on new creative opportunities, connect with others and feel part of the cultural offer of the city. This might attract people at the start of their creative journey, those that have had a break and want to build confidence again or those that haven’t felt able to connect with the cultural offer yet due to a multitude of barriers.

**Please Note:** You do not need to be a practising artist to apply for this role. Artists from Ignite Imaginations and external partner organisations will deliver the practical creative elements of the course. The successful candidate will be a creative thinker, brilliant facilitator and great communicator so to be able to work with people from different backgrounds.

**About us:**

Ignite Imaginations is an arts charity based in Sheffield. <https://www.igniteimaginations.org.uk/>

**Our Vision:**

We want every person in Sheffield to have equitable access and opportunity to participate in visual arts experiences, which builds confidence, pride and reduces social isolation.

**Our Mission:**

To inspire and nurture an artistic community. Through local partnerships we provide free and excellent opportunities to participate in visual arts experiences to underserved communities in Sheffield. We celebrate creativity and connections.

**Sheffield Community Makers Programme:**

This role and project form part of our Sheffield Community Makers Programme (<https://www.igniteimaginations.org.uk/scm>), delivered in partnership with Voluntary Action Sheffield. Sheffield Community Makers has been created to support creative people interested in volunteering to develop their skills, with training and networking opportunities. The programme also supports twenty five creative and community organisations in Sheffield to work together in improving their creative volunteer offers and share good practice across the city.

**We are All Makers Pilot Version:**

In November 2021, Ignite Imaginations piloted a ‘We are All Makers’ programme. More details are [here](https://www.igniteimaginations.org.uk/we-are-all-makers-projects). For this next phase we will focus on developing skills, confidence and knowledge of the participants to eventually support them to enter a new creative volunteering opportunity within one of the Sheffield Community Makers Host organisations.

There is already a structure/ foundation for the upcoming programme based on the pilot however the facilitator recruited will be encouraged to shape the course contents with support from the Ignite Imaginations Programme Manager.

**Role Description**

Responsible for:

* Supporting recruitment of participants for the programme from within Sheffield communities.
* Coordinating and hosting an open day/ launch event for the programme (October 2023).
* Shape the content, plan and facilitate the twelve weekly workshops (January – May 2024). This will include recruiting and coordinating contracts for guest Ignite Imaginations’ artists and external facilitators for the practical creative delivery.
* To be the first point of contact for participants, offering support for their individual learning journey, and practical support such as travel expenses and child care needs.
* Lead on volunteer placement coordination, with the support of Sheffield Community Makers Project Coordinator.
* Coordinate the project budget, with support from Programme Manager.
* Support with required information to assist marketing and evaluation across the programme.
* Project related administrative tasks.
* Advocate and adhere to safeguarding responsibilities throughout the project and in workshop settings.

**General duties:**

* Be responsible for health and safety of own work and of others. This includes ensuring that all projects/activities/ events are conducted in a safe environment that promotes creativity.
* Alongside other staff, be responsible for ensuring that Ignite Imaginations’ policies and procedures are adhered to and promote equal opportunities within the work place by not acting in a prejudicial or discriminatory manner towards participants, volunteers, contracted staff and other colleagues, and counteracting this behaviour if observed by challenging and reporting it.
* Undertake necessary administrative tasks in order to undertake the role, such as keeping effective filing systems, answering phone calls, emails, and correspondence in a timely manner, typing reports, complying with office management and systems.
* Represent Ignite Imaginations at external meetings/ events and advocate Ignite Imaginations’ work and the impact of using creative approaches and arts based projects within local communities.

**Person Specification**

**Essential**

1. In-depth experience of facilitating in a workshop setting to support participants to develop skills and confidence.
2. Experience of working with adults in a learning setting.
3. Experience working with adults with varied experiences and from different backgrounds within the same space.
4. Experience of project coordination in a community setting.
5. Experience of partnership working, particularly with community organisations and/or creative organisations.
6. Experience of evaluating projects using various methods
7. Ability to communicate clearly, both orally and written, and in a variety of styles and to different audiences.
8. Good administration and computer skills: including budgeting, project management and knowledge of Microsoft Office, internet and email.

**Desirable**

1. Experience of facilitating and/or coordinating creative workshops
2. Good knowledge of safeguarding within a creative and community setting.
3. Good knowledge of health and safety
4. Experience of producing and/or marketing events
5. Knowledge of the work of Ignite Imaginations
6. Ability to work some weekends and evenings.