

**beacon**  
arts centre

[www.beaconartscentre.co.uk](http://www.beaconartscentre.co.uk)

LIGHTING UP LIVES  
IN INVERCLYDE



# RECRUITMENT PACK

## CREATABILITY PROJECT CO-ORDINATOR

**JULY 2021**





# WHO ARE WE?

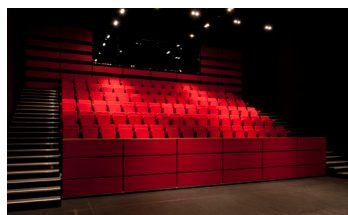
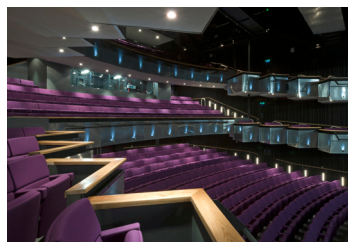
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We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact and 'light up lives' by giving as many people as possible the opportunity to engage with the arts in enjoyable and meaningful ways. We'll achieve this through our fantastically diverse programme and our innovative outreach and engagement work, delivered in the Beacon, out in the local community and further afield.



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# ABOUT CREATABILITY

Additional funding from Creative Scotland's Youth Arts Access Fund has allowed the Beacon to expand the capacity of the Creatability project which has previously been focused on delivering aerial dance opportunities for disabled young people.

Our new **Creatability** programme will expand on the successful template to offer a multi-art form creative programme to neurodiverse children and young people with additional support needs and disabled young people aged 4-21 years. It will cover four main creative art forms:

- **Creatability: Youth Theatre**
- **Creatability: Music Makers**
- **Creatability: Visual Artists**
- **Creatability: Aerial Dance**

The work will be largely young person led with participants being given the opportunity to inform what is explored through each art form.

The programme is designed for in-person delivery, however contingency plans for online and home delivery will be designed with young people, project partners, and project staff in response to Covid-19 restrictions.

Participants will be part of the **Creatability Collective** creating an ensemble atmosphere encouraging social responsibility and peer support. The project will offer a positive, safe, and nurturing creative space for young people to independently form friendships and develop their creative skills as part of the Creatability Collective. Through creative arts we will provide a space for young people to find and actively use their voice artistically and creatively. Young people will be supported, encouraging them to be socially, culturally, environmentally, and politically engaged through the arts.

As part of the project, participants will have the opportunity to be a young ambassador, ensuring that young people's voices are not only heard but celebrated in the design and future development of the project.

**Creatability** is funded by the Scottish Government's Youth Arts Fund through Creative Scotland with support from Youth Music Initiative and Time to Shine. The Youth Arts Fund ensures creative opportunities for children and young people continue to exist across Scotland despite the COVID-19 pandemic.

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ABOUT THE ROLE

# CREATABILITY PROJECT CO-ORDINATOR

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## JOB PROFILE

The **Creatability Project Co-ordinator** will ensure smooth delivery of a high-quality experience for disabled young people working with freelance artists and multiple partners; close co-ordination, planning, management, and monitoring is critical to the success of this project.

To do this, the postholder will work closely with the Beacon's Creative Learning Co-ordinator to plan, deliver and evaluate the programme. The role includes administration and session co-ordination to ensure all participants have a positive experience.

We are looking for a highly motivated person who has the skills and personal commitment to help us support disabled young people in our community. We need someone who has an eye for both the details of project management and the bigger picture of removing barriers to the arts.

## RESPONSIBILITIES

- Ensure the effective and valuable delivery of the programme with positive feedback from participants, creative professionals, and other stakeholders.
- Close co-ordination between all the partner organisations with positive feedback.
- Collate and monitor individual participant access requirements to remove barriers to their participation, ensuring required resources are in place in a timely manner.
- Successful coordination of the administrative and logistical requirements of the programme including scheduling, communications and monitoring the budget.
- Successful coordination of in-person participant experience of the programme including supporting freelance practitioners and other stakeholders when activities are taking place in the building.
- Collaborate with the Marketing Officer and Customer Service Supervisor to ensure the project is integral to the life and success of the Beacon.
- Work with the Creative Learning Co-ordinator to ensure that all project staff and trainees are supported to deliver the project to a high standard.
- Ensure Creatability activity is compliant with the Beacon's policies and protocols, safeguarding, health and safety and other legal requirements.

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# CREATABILITY PROJECT CO-ORDINATOR

## KNOWLEDGE & EXPERIENCE

- Experience of planning and delivering a participatory art project.
- Experience of working with disabled children and young people.
- Clear understanding of the intersections of barriers to participation in the arts.
- Experience of practical application of policies and procedures.
- Practical experience of delivering mentoring and/or a mentor programme.
- Experience of working with a budget.
- Experience in monitoring and evaluating projects.
- Experience of managing unexpected challenges and collaborating with a team to resolve issues.

## SKILLS & VALUES

- A passion for and understanding of the arts and its ability to effect change, particularly in working with young people.
- Effective project management skills.
- Ability to build effective working relationships with a wide range of people and to contribute to the collaboration of the team dynamically.
- Ability to prioritise and manage own workload.

- Strong attention to detail.
- Ability to act with appropriate levels of sensitivity and discretion when handling with data and information.

## REQUIREMENTS FOR THE JOB

- The successful applicant will be required to register as a member of the Protection of Vulnerable Groups (PVG) scheme (this will be administered and paid for by the Beacon before a firm offer of employment is made).
- Recent experience of working in an arts or community environment.
- Ability to work effectively and flexibly from home and at Beacon Arts Centre in Greenock (including evenings and weekends when required).
- Ability to work with relevant IT packages particularly Office 365.
- The postholder will be expected to support our Vision, Mission and Values.

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Beacon Arts Centre



# SUMMARY

## JOB TITLE

Creatability Project Co-ordinator

## RESPONSIBLE TO

Creative Learning Co-ordinator

## CONTRACT

Part-time –fixed-term  
(Until 31 March 2022)

## HOURS

15 hrs per week

## SALARY

£20,000 pro rata (0.4 post)

## HOW TO APPLY

### APPLY TO

Tessa Calder, Finance & HR Officer  
[recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk)

(Audio or video applications should be sent via WeTransfer to the same email address)

### ATTACHMENTS REQUIRED

- A letter of application (2 sides A4 max), **OR** alternatively record an audio or video file (5-minutes max) clearly demonstrating how you meet the requirements of the role
- CV (2 sides A4 max)
- Name and contact details of 2 referees (referees will not be contacted prior to interview)
- Equal Opportunities Monitoring Form (digital form available on [www.beaconartscentre.co.uk/work-with-us/](http://www.beaconartscentre.co.uk/work-with-us/))

### EMAIL SUBJECT HEADING

Creatability Project Co-ordinator

### APPLICATION DEADLINE

Sunday 25 July 2021, midnight

### ONLINE INTERVIEWS

Monday 2 August 2021

### START DATE

As soon as possible

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact [recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk).

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from all backgrounds and with different experiences in order to widen and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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