

JOB DESCRIPTION

Job Title:	Visual Arts Activator
Grade:	Grade 2 (scale points 3-5) Pro rata + Casual car user allowance
Responsible to:	Principal Arts Development Officer
Location:	Various
Responsible for:	Volunteer supervision
Hours of Duty:	10 hours per week worked over 7 days. This could increase to 18 hours per week, subject to funding. (Wherever possible, a 5 day week will be worked). Actual hours will be determined by business activity but will include regular evenings and weekends, for which no enhancements will be paid.

Purpose and Objectives of Post:

To increase participation in SCL's visual arts activities. To actively engage and support people in SCL's visual arts activities, including children and families.

Key Areas:

1. Customer Care/Service Delivery
2. Service Development and Planning
3. Marketing, Promotion & Administration
4. Mentoring and Supervision
5. Miscellaneous

Main Duties and Responsibilities:

1. Customer Care / Service Delivery
2. Deliver briefing session/group discussions about SCL's arts offer.
3. Engage with people on an informal basis to determine their experience and expectations of SCL's arts offer. Provide communication and advice to people to enhance their experience. Identify any barriers encountered feeding back to the Principal Arts Development Officer.

4. Assist in the development and provision of visual arts activities. Support associated campaigns, programmes and activities aimed at enhancing the quality of life for people in Salford and increase participation in arts activities.
5. Ensure safe and suitable equipment is available for programmed delivery.
6. Regular liaison with partners to ensure that arts projects and activities are designed to meet the needs of the community and SCL and Arts Development priorities.
7. Maintain an awareness of local and national arts initiatives
8. Actively deliver visual arts activities, with an expectation to deliver additional activity in line with arts development priorities and funding.

Service Development and Planning:

1. Contribute to Service Development by identifying strengths and challenges within the programme of activities.
2. Help to ensure an efficient and cost effective delivery of arts activities.
3. Have an awareness of Salford Community Leisure's (SCL) Strategic Performance Plan and the contribution expected of Arts Activators.
4. Contribute to the strategic development of SCL's arts activities through attendance at formal planning meetings and through day to day liaison with the Principal Arts Development Officer, Active Communities Team and colleagues in SCL and other partners, e.g., Public Health, Arts Council England, arts and cultural organisations and schools.
5. Assist in planning and preparation for programme delivery.

Marketing and Promotion:

1. Assist in the marketing and promotion of SCL arts activities through active delivery of outreach work and the production of marketing material and displays.
2. To ensure that all staff have an awareness of the full range of Salford Community Leisure's arts initiatives and projects.
3. Monitor, evaluate and review arts activities as specified by the Principal Arts Development Officer.
4. Assist management with processes and systems to support customer service.
5. Have awareness of Arts Council England market segmentation and in relation to the local catchment areas.

6. Assist with any other associated administration required.

GENERIC RESPONSIBILITIES:

1. Ensure that all customers receive the highest levels of customer care by contributing to a customer experience which is second to none.
2. Behave in a manner which displays our values of Honesty, Open, Caring and Socially Responsible at all times to our customers, colleagues and partners.
3. Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date, Job, & Description Prepared/Revised:

Prepared by: Andrea Bushell March 2019

Agreed by Post holder:

PERSON SPECIFICATION – VISUAL ARTS ACTIVATOR – SCL GRADE 2

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Qualifications		Arts or culture related further education qualification or above	A, I
Skills	<p>Ability to lead and motivate people of all ages, including children and families.</p> <p>Basic Administration & IT skills</p> <p>Setting up and organising arts participation projects</p> <p>Ability to communicate effectively with the older people, members of the public, colleagues, senior managers and trustees</p>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Experience	<p>Experience of networking and partnership work</p> <p>Recent experience of supervising / mentoring staff / volunteers</p> <p>Recent experience of leading and supervising groups in a variety of visual arts activities</p> <p>Experience of planning / delivery project work.</p>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
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Knowledge	Awareness of the importance of Health & Safety requirements		I
	Awareness of the Equal Opportunities Policies		I
Behaviours	Professional Respectful Knowledgeable Passionate Solutions Driven		A , I A , I A , I A , I A , I
Any Additional Factors	Willingness to work unsociable hours, including evenings and weekends		A , I
	Willingness to travel and work across different areas of Salford if required		A , I
	Access to your own transport. Casual car user allowance will be paid.		A , I
	Willingness to train and up skill to deliver an arts offer if required.		A , I
	Willingness to undertake an enhanced DBS Disclosure Check		A , I

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test