

Recruitment Pack

Post Title: Regional Projects Officer, The Garage Trust Ltd

Location: The Garage, 14 Chapelfield North, Norwich, NR2 1NY

Term: Full time (39 hours), fixed term contract to 31st March 2011 with the possibility of extension.

Please note that we are happy to consider candidates seeking a job share of 0.4 (2 days) supporting the Arts Award Regional Development Agency East or 0.6 (3 days) supporting MusicLeader East England.

Salary: £16,000 per annum (full time or pro rata equivalent)

Reporting to: Director, MusicLeader East of England and Arts Award Regional Development Co-Ordinator

The Garage is a specialist young people's creative training and education centre based in Norwich and managed by The Garage Trust, a registered charity. We deliver a range of creative programmes which support young people, particularly those that are disadvantaged to raise their aspirations and skills and build pathways into education, training and employment.

In addition to our direct delivery, we manage a range of strategic, region wide programmes which compliment our ethos of improving outcomes for young people through providing training, best practise and capacity building to cultural organisations and practitioners across the region.

We are seeking a dynamic, can-do individual with a passion for music, the arts and skills development with excellent administration and project management skills. The successful candidate will support the Arts Award Development Coordinator in management of the Arts Award Regional Development Agency East (AAERDA(E)) and MusicLeader Director to develop two significant regional projects here in the East. We are seeking a candidate to work full time to support both projects however we are happy to consider a job share, split 2 days to support Arts Award delivery and 3 days to support MusicLeader delivery.



About Arts Award

The Arts Award is a national qualification which supports young people to develop as artists and arts leaders. It fosters creative, communication and leadership skills and helps to prepare young people aged 11-25 for further education and employment. The award is accessible to any young person and embraces all cultural interests and backgrounds and is offered at three levels (Bronze, Silver and Gold), levels 1, 2 and 3 on the English National Qualifications Framework. Young people can achieve an award in any arts activity, including technical and support roles such as arts marketing, stage lighting, web design etc.

The Garage has been the regional development agency for the east region since the award was launched in 2005. Nearly 3500 young people from across the region have achieved their Arts Award since.

More information can be found at www.artsaward.org.uk

About MusicLeader

MusicLeader exists to raise the quality, value and impact of music leadership in the UK. Funded by Youth Music, MusicLeader is a unique national network which supports the development of the music leading workforce, equipping it with the knowledge and skills required by employers. MusicLeader provides support to any individual or organisation who is interested in delivering music making activities. It offers three core services:

- Information, advice and guidance
- Training and networking opportunities
- Online resources

MusicLeader also advocates for the importance of music leading and the need for investment in this area of work. Join the MusicLeader Network today and see the difference. Visit www.MusicLeader.net. The Garage was appointed the MusicLeader partner organisation for the East Region in January 2010.

Application Information

Deadline for applications: 5pm, Thursday 27th May

Interviews: Friday 4th June

Application forms: Can be obtained from the News section of the Garage website (www.thegarage.org.uk). You can also request one by calling 01603 283382. Only applications on official Garage application forms will be considered. CV's and covering letters may be sent to accompany your application.

For an informal discussion please contact either:

Olivia Dean
Arts Award Regional Coordinator
east@ArtsAward.org.uk
01603 283382

Or

Paul Weston
MusicLeader Director
east-england@musicleader.net
01603 283382

Please send completed applications forms to:

Regional Team
The Garage
14 Chapelfield North
Norwich
Norfolk
NR2 1NY

Or email to: Luke.owen@thegarage.org.uk

Please note that the successful candidate will be subject to an enhanced CRB (Criminal Records Bureau) check.

JOB DESCRIPTION

Objective

To support the regional project managers (Director, MusicLeader East of England and Arts Award Regional Development Co-Ordinator) with the administration, development and management of their respective regional projects, working with a range of partners and initiatives to ensure both areas of work meet their aims and objectives and are delivered in an appropriate, strategic, timely and accountable way.

Job Purpose

Provision of organisational support for Music Leader East of England and the Arts Award Regional Development Coordinator (East), based at The Garage. This role will function as the first point of call for regional projects in the office and on the telephone, signposting individuals and organisations as appropriate. The post may entail periods of lone working in the office as both the regional project managers frequently work remotely. The post holder will be expected to provide PA support including managing diaries and maximise opportunities for joint working across the regional projects.

Key Responsibilities – Arts Award area of work (2 days per week)

With support and guidance from the Arts Award Regional Development Coordinator, The Regional Projects Officer will:

- Support the management of the Arts Award Regional Development Agency East (ARDA(E)) programme of activities including;
 - The Garage's work as Arts Award Lead Training Provider (East), including responsibility for organising, promoting and overseeing the smooth running of training days, with a view to achieve nationally set targets
 - Organising moderations and encouraging centres to moderate, with a view to achieve nationally set targets
 - Provide Arts Award Adviser and Centre support as required
- Provide operational and strategic support for the Arts Award Regional Development Co-ordinator in all areas of work
- Assist the Regional Development Coordinator with financial management and administration of Arts Award Projects
- Organise and promote Arts Award networking and other activities as required

Key Responsibilities – MusicLeader area of work (3 days per week)

With support and guidance from the MusicLeader Director East Region, the Regional Projects Officer will:

- Support the management of the MLEE programme of activities including:
 - Organisation of networking events, specialist skills workshops and courses, and national ML activities
 - Course recruitment processes, liaising with members, trainers and partner organisations
 - Co-ordinating between MLEE and external partners
 - Maintaining comprehensive logs of all activities resulting from the network

- Supporting the MLEE Director in the preparation of material for grant claims and other returns to funders
 - Supporting the MLEE Director with the production of project progress and evaluation reports
 - Contributing to and maintaining effective monitoring and evaluation systems
 - Preparing standard contracts
- Provide operational and strategic support for the Director
 - Assist the MLEE Director with financial management, control and administration of MLEE Projects
 - Assist with the promotion of MLEE and service to the MLEE membership

Responsibilities common to both areas of work

Operational and strategic support:

- Contribute to the development of future regional activities
- Maintain an efficient and organised office procedures
- Minute-taking and report writing as required
- Attend meetings as required
- Assist in the preparation of applications for additional funding

Financial management and administration:

- Provide administration to the regional project managers
- Day to day management of identified projects budgets
- Administration of day to day financial processes such as petty cash, issuing purchase orders, monitoring invoices and generation of sales invoices

Promotion and advocacy:

- Signposting individuals and organisations as appropriate
- The first point of contact for MLEE and AAERDA(E)
- Dealing with and responding to all enquiries via telephone, email and correspondence
- Maintain and update the regional database for MLEE and the Regional Intelligence Map for AAERA
- Represent MLEE, in absence of Director.
- Represent AAERA, in absence of Regional Development Co-ordinator.

Communications

The Regional Projects Officer will work alongside the Garage Communications Officer to:

- Support marketing, promotion and public relations for MusicLeader and Arts Award
- Administer and maintain the regional website page of musicleader.net in line with national MusicLeader policy and requirements.
- Administer and maintain the regional website page of artsaward.org.uk in line with national guidance and requirements.

General

The **Regional Projects Officer** is expected to:

- Support all members of The Garage team and contribute to the effective operation of the business.
- Work under the direction of Garage management and undertake training as and when required
- Be aware of and work in accordance with all Garage policies including: Health & Safety; Data Protection; Child Protection and Equal Opportunities
- Carry out other reasonable duties as required by the Arts Award Coordinator and MusicLeader Director

PERSON SPECIFICATION

Essential

- excellent organisational skills
- ability to work efficiently and without direct supervision
- excellent diary management skills
- excellent oral and written communication skills
- ability to deal positively with a wide range of people in person, by telephone and through written communications
- excellent numeracy and data collection skills
- excellent computer skills in word processing, spreadsheets and database management, and an understanding of website content management
- experience of practical organisation and of working to deadlines
- ability to establish and adhere to routines
- ability to handle a range of different arrangements and situations

Desirable

- Experience of budget preparation and monitoring
- Experience in the arts would be an advantage.
- Interest in a variety of musical styles

Additional Requirements

- Commitment to own personal and professional development
- Willing to occasionally travel within and beyond the region as required and to work occasional unsociable hours
- Good sense of humour and the ability to respond well in stressful situations
- Ability to work in a busy office
- Ability to work with speed and accuracy