

RECRUITMENT PACK

DC Programme & Membership Coordinator

Thank you for considering this role. This pack contains further information about the post including a job description and person specification, as well as an application form and equal opportunity form to fill out and return.

To apply for this post, please send a completed application form to Lucinda Murphy, Facilities Coordinator on facilities@devonshirecollective.co.uk or by post to DC1 Cafe & Gallery, 67-69 Seaside Road, Eastbourne BN21 3PL. CVs will not be accepted. Please get in touch if you have any access needs or require different format application. All our venues are fully accessible.

Deadline: Friday 15 June 2018 by 5pm.

Interviews: Wednesday 27 June 2018

If you have any questions about the post or would like to have an informal chat, please contact info@devonshirecollective.co.uk and we will get back to you.

ABOUT DEVONSHIRE COLLECTIVE

Devonshire Collective CIC is a new creative and cultural hub in Devonshire Ward, Eastbourne with artist studios, makerspaces, workshops, gallery and café for the benefit of artists, community members and the wider public. We were established in October 2016.

Our venues include DC1 Cafe & Gallery (67-69 Seaside Rd), DC2 Artist Studios & Makerspaces (137-139 Seaside Rd) and DC3 Project Space (1-5 Seaside), plus two associate venues, Royal Hippodrome & Leaf Hall Community Arts Centre.

We support a thriving artist DC membership scheme, deliver a high quality arts programme and develop emerging, mid-career and established artists across the visual and performance spectrum.

Through our work as an independent social enterprise, we provide opportunities for community engagement, nurturing social cohesion and supporting cultural and economic regeneration.

The Devonshire Collective's guiding principles are to:

- Become an artistic resource
- Support and develop emerging, mid-career and established artists across the visual and performance spectrum
- Promote socially engaged creative practice
- Create opportunities for community engagement
- Offer training and professional development
- Encourage, promote and practice wider social benefits

Devonshire Collective is a registered Community Interest Company (10423887).

devonshirecollective.org.uk



JOB DESCRIPTION

ROLE/TITLE: DC Programme & Membership Coordinator

REPORTS TO: DC Board

SALARY: £20,000 per annum (pro rata equivalent to £25,000 p.a.)

HOURS: 30 hours per week

LOCATION: Across Devonshire Collective venues on Seaside Road and Seaside, Eastbourne

JOB PURPOSE:

The DC Programme & Membership Coordinator will help to deliver the work of an exciting new arts organisation for Eastbourne.

As a social enterprise whose long-term aim is to become self-sustaining, you will be responsible for creating revenue opportunities through fundraising and partnerships, as well as creating and delivering our innovative arts programmes with artists, volunteers and the local community.

You will also support our dynamic and creative DC membership, which boasts 90 artist members to date – growing! - facilitating and supporting them in their own practice, as well as creating opportunities for them to get involved with DC's work.

You will be responsible for overseeing marketing and communications for the organisation and will have a strong grasp of digital and print marketing techniques and tactics (on a budget), and in particular supporting volunteers to help ensure consistent messaging and approach.

Last but not least, you will work closely with the Board of Directors to support the development of the organisation and business plan to ensure that DC is a thriving and robust arts organisation with a strong governance structure.

Your work will be spread across our three venues including:

- DC1 Café & Gallery – a gallery/community café space/shop (coming soon!)
- DC2 Artist Studios & Makerspaces– artist workspace studios
- DC3 Project Space – hireable artist workshop and studio/exhibition space

The role will also work in collaboration with our two associate venues Leaf Hall and Hippodrome Theatre and in partnership with organisations and groups such as 3VA, Blue Monkey Network, Towner, AudioActive, Techresort, Sussex Downs College, Brighton University, and Cohub, to name a few of our current key Threshold partners.

The DC team also includes a Facilities Coordinator, who manages the day-to-day running of the facilities, volunteer programme, venue hires and related administration, and invoices.

About you

This is a great opportunity for a self-starter with at least two years of experience working in the visual and/or performing arts with strong fundraising, marketing, event management, and partnership development skills.

You will ideally be interested in working in the community through an arts context and inspired by the power of creativity to transform and improve lives.

You will enjoy new creative challenges and opportunities and will be benefited by working alongside a great community through the DC members, wider artist network and local residents and businesses.

KEY TASKS:

1. Work with the DC Board and Facilities Coordinator on the development and delivery of DC's Business Plan
2. Lead on driving revenue through innovative fundraising, partnerships and programming
3. Manage the delivery, monitoring and reporting of DC's current Arts Council England Grants for the arts supported programme "Threshold"
4. Develop partnership opportunities within Eastbourne's Devonshire Ward and beyond for the delivery of arts and community projects
5. Promote and oversee current DC membership, developing new opportunities, as well as creating campaigns to recruit new members
6. Design and implement marketing campaigns and strategies aligned with DC's work, and build relationships with external PR teams and other local expertise to support this area of work
7. Manage and update regularly all DC online content and social media platforms (Facebook, Twitter, Instagram) to promote news, opportunities, member recruitment and programme of events and using Mailchimp for stakeholder communication
8. Set up effective volunteer, subcommittees/ working groups as appropriate to spread responsibilities, encourage innovation and grow DC's reach
9. Work with the DC Board and Facilities Coordinator to ensure all financial and administrative duties and reports are undertaken
10. Respect and help delivering the values and ambitions of Devonshire Collective
11. Willingness to undertake training and development in response to identified needs
12. This job description is not exhaustive, but is provided as a guide to the main duties of this post. It may be amended by the Board from time to time, in discussion with the post holder

PERSON SPECIFICATION

	Essential	Desirable
Understanding of the arts ecology and infrastructure in the wider Sussex area & UK, such as local organisations, networks, resources, and programmes	E	
Experience of working within a contemporary art context with artists and curators, such as exhibitions, education or public programme	E	
Experience art exhibition installation, from planning to implementation		D
Minimum 2 years of experience working at an arts organisation	E	
Track record of income generation and fundraising including knowledge of relevant funders for arts and community projects	E	
Demonstrable experience of working and liaising with external partners and organisations	E	
Excellent project and event management skills	E	
Supporting and working with volunteers, community groups or membership schemes	E	
Understanding of arts and culture-led regeneration, current issues and policies around community development and participation, and how arts can link with other related agendas (young people, health & well-being, education, deprivation)	E	
Experience of creating print & digital marketing including newsletters (Mailchimp) and managing websites (Wordpress)	E	
Excellent interpersonal skills and good written and verbal communication skills.	E	
Computer literate in Microsoft Word, Excel and other packages. Experience of financial software and online ticketing systems. Willingness to learn new programmes as required.	E	

Committed to good customer service, including commitment to and understanding of equal opportunities and other diversity initiatives such as the Arts Council's <u>Creative Case for Diversity</u>	E	
Ability to manage workloads and competing priorities in an often deadline-orientated environment	E	
Able to work outside normal working hours i.e. attendance at occasional evening and weekend events. Devonshire Collective has a Time Off In Lieu (TOIL) system in place	E	

FURTHER DETAILS ABOUT THE JOB

Salary, Working Hours and Employment Term:

30 hours per week at £20,000 per annum pro rata on a permanent contract. A probationary period of 3 months will apply.

Annual Holidays

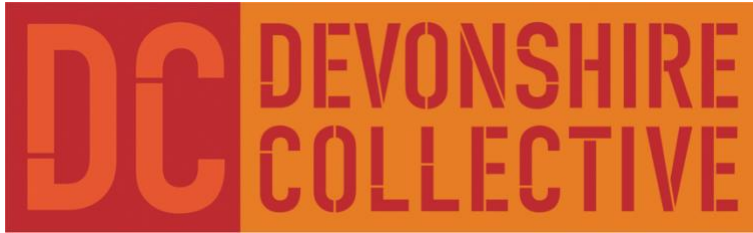
The holiday entitlement is 20 days per annum plus bank holidays (pro rata).

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the NEST Pension Scheme.

References and Disclosure & Barring Service check

Offer of employment will be made subject to satisfactory references, which will be sought for the successful applicant.



APPLICATION FORM

The following information is necessary to ensure that full consideration can be given to all candidates. All information will be treated as confidential. No additional supporting material, including CVs should be submitted.

If you require the form in an alternative format (e.g. large print) please contact Lucinda Murphy, Facilities Coordinator on facilities@devonshirecollective.co.uk or 01323 731600. Please clearly label any additional sheets with your name.

Please return your completed application form and Equal Opportunity Monitoring Form to facilities@devonshirecollective.co.uk

Your application must arrive by Friday 15 June 2018 by 5pm.

Position Applied For:

1. Personal Details

Surname:		First name:	
Address:			
Postcode:			
Telephone:	Mobile:	Home:	
Email:			

How did you hear about this vacancy?

2. Present or Most Recent Employment

Employer:
Position Held:
Dates Employed:
Key responsibilities:
Current or final salary in this position £
Reason for leaving:
If still employed, what notice are you required to give?

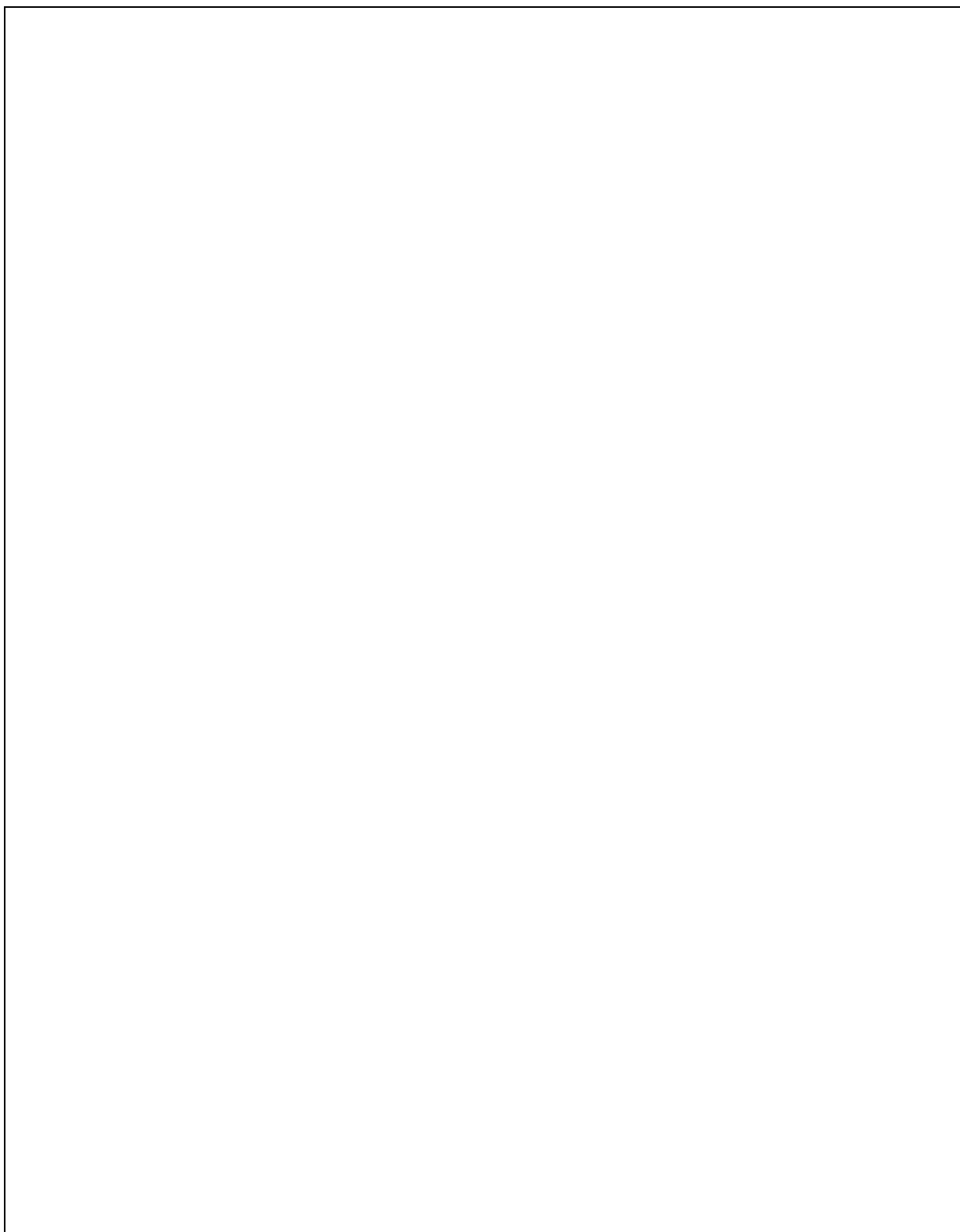
3. EMPLOYMENT HISTORY (most recent first)

Employer	Position Held	Dates Employed	Key Responsibilities	Reason for leaving

Please continue on a separate sheet if necessary

4. Why are you applying for this post?

Please use the following pages to tell us why you are applying for this position and how you meet the essential and desirable criteria stated in the person specification. It is in your interest to go through the job description and respond to each point: include details of relevant experience, knowledge and training, and give examples.



5. Education and Training

Please give details of all educational establishments attended and qualifications attained from school, college, university and professional qualifications and work related training, most recent first.

School/ College/ University	Qualifications and grades obtained	Date obtained

Professional qualifications/ work related training	Date

6. Work Entitlement

Are you a citizen of the UK or the European Union? YES NO

Do you require a work permit in order to legally work in the UK? YES NO

7. Criminal Convictions

Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974? YES NO

If your answer YES to the above question, please enclose full details in a separate sealed envelope.

NOTE: If for the purposes of the Rehabilitation of Offenders Act 1974 you are a rehabilitated person and your conviction is to be treated as 'spent' you do not have to provide details of that conviction unless the position which you are applying for involves you having access to persons who are under 18, over 65 or disabled.

8. Referees

Please give the details of two people, known to you in a professional capacity who can provide us with an employment reference. One should be your present or most recent employer.

Referee 1:

Name:
Address:
Telephone number:
Referee's relationship to you:

Can we contact this person prior to interview YES NO

Referee 2:

Name:
Address:
Telephone number:
Referee's relationship to you:

Can we contact this person prior to interview YES NO

Declaration:

I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that if I knowingly provide false information or withhold relevant details I will be disqualified from further participation in the application process or from an appointment, or if discovered after appointment, may lead to my dismissal.

Signed

Date

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Please also complete the enclosed **Equal Opportunities Monitoring Form** and return with your application. (This information will be separated from your application and remain confidential and anonymous)