

## JOB DESCRIPTION

<b>Job Title</b>	Create Development Worker
<b>Accountable to</b>	WHALE Arts Chief Executive and Tasting Change Project Coordinator.
<b>Personnel responsible for</b>	Freelance artists, sessional staff, volunteers.
<b>Location</b>	WHALE Arts Centre with significant outreach and detached work in the Wester Hailes area.
<b>Hours of Work</b>	This is a 35 hours per week contract worked flexibly to meet the demands of the post, this will include regular Saturdays and evenings. Proposals from applicants to undertake the post on a full-time or part-time basis will be considered.
<b>Contract Length</b>	Fixed term until March 2019 (anticipated start date June 2018 )
<b>Salary</b>	£24,193 per annum FTE

### Summary of Post

Funded by the Aspiring Communities Fund, which is supported by the European Social Fund and Scottish Government, 'Tasting Change' is an exciting project that seeks to respond to local priorities and aspirations in order to support community development and empowerment in Wester Hailes, Edinburgh. To achieve this, the project will develop and deliver sustainable community-led solutions that tackle deprivation levels and inequalities created by food insecurity.

Tasting Change is being delivered through the Living Well Wester Hailes partnership which includes local organisations, GPs and CEC colleagues. The partners in Tasting Change have signed a consortium agreement that lays out how they will work together across a number of integrated project strands including the **Create** programme which will be delivered by WHALE Arts.

Working with local people, the Tasting Change project team, and other community partners, the **Create** Development Worker will be responsible for the development and delivery of activities that connect people creatively with dignified food provision, skills development opportunities and their community.

The **Create** Development Worker will be a key member of both the WHALE Arts staff team and the multi agency Tasting Change project team. Excellent communication and a collaborative approach

will be central to the success of this innovative role which blends creative programming and community development with project management.

### **Main Activities and Key Responsibilities**

- To ensure the views, assets and aspirations of local people underpin all aspects of the Tasting Change project.
- To manage and, at times, directly deliver a programme of creative activities to support dignified food provision in Wester Hailes – including regular sessions with partner organisations.
- Recruit and line manage artists, sessional workers and volunteers to deliver and support projects.
- Setting and controlling project budgets in line with WHALE Arts' finance systems.
- Develop and manage a range of volunteer opportunities within the 'Create' strand of the Tasting Change project.
- To work as part of a multi-agency project team, including participation in regular steering group meetings.
- Create partnership opportunities with local community organisations, public bodies, creative and cultural partners.
- Plan, coordinate and deliver community events – including community meals.
- Utilise and develop volunteering policies, procedures and databases.
- Monitor and evaluate participation using central WHALE Arts' systems and participative methods, in line with funding requirements.
- Ensure a legacy of best practice and sustained community participation.
- Monitor and evaluate performance of the Create programme towards target outputs and outcomes.
- Support the Tasting Change Coordinator to ensure all project funding requirements are met, reports completed and effective communication maintained with funders.

### **Other Duties**

- To be a key holder, opening and securing the building out of office hours where required.
- All WHALE staff help to provide occasional reception cover duties.
- To support the development of the WHALE Arts Agency programme, systems, policies and procedures.
- To comply with relevant WHALE Arts Agency policies.
- To undertake any relevant training in relation to the post.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

## RECRUITMENT DETAILS

### Essential skills

- Educated to degree level in a creative arts, food science or related discipline.

Minimum 3 years experience in:

- Conceiving and delivering community arts projects as a creative practitioner.
- Managing the development and delivery of creative projects and programmes.
- Successful partnership working with a range of stakeholders.
- Project management including managing budgets, monitoring and evaluation, recruitment and management of staff and volunteers.
- Community engagement and community event management.
- Supporting volunteers in creative or community settings.
- A commitment to and understanding of the importance of community-led development.
- Excellent interpersonal skills, able to work without supervision and as part of a team.
- Excellent written and verbal communication skills.

### Desirable Skills

- Experience of community food provision
- Understanding of nutrition
- Experience of working in a multi-agency project team
- Knowledge of Wester Hailes community, local organisations and services.

### Application Process

Apply in writing or by email to [info@whalearts.co.uk](mailto:info@whalearts.co.uk) , enclosing/attaching

- An up to date CV detailing relevant education and employment experience.
- A covering letter demonstrating how your skills meet the Essential and Desirable Skills criteria of the job description.
- Details of two referees, including at least one previous employer.

Applications should arrive at WHALE Arts Agency **no later than 12:00 (midday) on Monday 23rd April**. Late applications will not be considered.

Interviews will be held **Monday 30<sup>th</sup> April**.

The successful candidate will be appointed to the role subject to confirmation of PVG Scheme Membership.

### **Equal Opportunities Monitoring:**

WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation.

Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

### **Contact Details:**

Leah Black

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0131 458 3267  
[info@whalearts.co.uk](mailto:info@whalearts.co.uk)

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

### **About WHALE Arts**

Since being set up by local people in 1992 WHALE Arts has firmly established itself as the cultural anchor organisation for Wester Hailes. As a community-led arts charity and social enterprise, WHALE Arts' mission is to be the creative heart of a vibrant, thriving community.

WHALE acts as a conduit between our community and creative opportunities through the direct delivery of projects, programmes and events and by connecting our community with city and national cultural partners.

We are based in the purpose built WHALE Arts Centre – 'The WHALE' – a unique community asset that provides a range of high quality creative spaces for our community. 'The WHALE' operates as a social enterprise allowing us to generate income that supports our charitable work. Our social enterprises include the WHALE Pod creative business incubator, craft markets, office, training and conference facilities.