

JOB DESCRIPTION

Job Title	Creative Placemaking Project Lead
Accountable to	WHALE Arts Chief Executive
Personnel responsible for	Freelance artists, sessional staff, volunteers.
Location	WHALE Arts Centre with significant outreach and detached work in the Wester Hailes area.
Hours of Work	35 hours per week worked flexibly to meet the demands of the post, including evenings and weekends where required.
Contract Length	Fixed term contract February / March 2019 – September / October 2020
Salary	£24,193

Summary of Post

Supported by the Big Lottery Fund, 'Creative, Connected, Community' is an exciting 3 year programme that will use Creative Placemaking to deliver a lasting, transformational, community-led change for Wester Hailes.

Pivotal to the success of this approach is an innovative new Creative Placemaking role. The postholder will work with local residents in the different neighbourhoods of Wester Hailes to develop and deliver a programme of regular creative activities, one-off events, and participatory public art installations that respond to local assets and aspirations.

This is a 36 month project which started in September 2017. The post holder will be taking over from someone who has been in post since the start of the project. Handover time with the current post holder will be built into the induction for the new post holder.

Main Activities and Key Responsibilities

- To ensure the views, assets and aspirations of local people underpin all aspects of the project.
- To manage and, at times, directly deliver a programme of creative placemaking activities in Wester Hailes – including regular creative sessions, one-off events and public artworks.
- 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 creative placemaking programme.
- Develop and support a voluntary steering group to assist with planning and delivery of creative community activities and Wester Hailes' 50th Anniversary Celebrations.
- Create partnership opportunities with local community organisations, public bodies, creative and cultural partners.
- Plan, coordinate and deliver community events.
- 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 'Creative, Connected, Community' placemaking programme towards target outputs and outcomes.
- 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.
- To carry out regular reception duties to cover receptionist.
- 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 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 Placemaking processes within an urban environment.
- Knowledge of Wester Hailes community, local organisations and services.

Application Process:

Apply in writing or by email, 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 **no later than 13:00 on Tuesday 29th January 2019**. Late applications will not be considered. Please send these to info@whalearts.co.uk.

Interviews will take place on **Thursday 7th February** at WHALE Arts.

The successful candidate will be appointment 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, Chief Executive, WHALE Arts Agency, 30 Westburn Grove, Edinburgh, EH14 2SA
0131 458 3267, info@whalearts.co.uk, 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, a unique community asset that provides a range of high quality creative spaces for our community. The WHALE Arts Centre operates as a social enterprise allowing us to generate income that supports our charitable work.