

**Family Arts
Campaign**

ARC
Stockton Arts Centre



Family Arts Coordinator

Application Pack
May 2023

Introduction

Hello

Firstly, thank you for taking the time to look at this application pack. We hope it contains all the information you need to help you decide whether to apply. There are opportunities to find out more and ask questions, which you can read about below.

ARC is a fantastic place to work, but you don't have to take my word for it. You can hear other staff talking about working here in these [short videos](#).



We offer a flexible and supportive working environment, value experience as well as skills and qualifications and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

We hope you decide to join us.

Best wishes

A handwritten signature in black ink that reads "Annabel Turpin". The signature is fluid and cursive.

Annabel Turpin
Chief Executive & Artistic Director

Family Arts Campaign

At Family Arts Campaign, we have a small but hard-working and ambitious team, and we promote a passion for inclusion and accessible culture for all.

Our team at Family Arts work remotely across different parts of the country, and we have a network of Family Arts Ambassadors across the UK.

At Family Arts Campaign, we offer a supportive and inclusive working culture to help staff members feel confident in the work they do. The Campaign is at an exciting time of transition and growth and is keen to develop more work within the Tees Valley with the support of ARC.



A handwritten signature in black ink that reads "Anna Dever". The signature is cursive and somewhat stylized.

Anna Dever
Executive Director, Family Arts Campaign

More about ARC



ARC is a charity that uses arts and cultural activity to support our local community.

We work locally, in Stockton and the Tees Valley, and nationally, through our leadership of networks and partnerships.

We have events and activities going on all year round for everyone. These include live performances, film screenings, workshops and classes. We are particularly keen that people who might feel that the arts isn't for them are able to take part.

Our work brings people together so we can all better understand and enjoy the world and experience new ideas.

We invite lots of different artists to spend time creating new work at ARC, working with local people, to make sure that what we present is relevant to Stockton.

We want to make a positive difference to our local community. We are always interested in working with new people.

Vision

We believe the world is a better place when people understand each other.

We recognise that the world is dominated by the stories, views and ideas of a very small group of people. ARC uses arts and cultural activity to support different people to share their stories and ensure they are heard.

This creates better connections across communities which support people to raise their aspirations, achieve their potential and enhance their experience of the world.

Mission

ARC is an organisation working from its venue to enhance the wellbeing of the whole community of Stockton and the Tees Valley, through arts and creative activity, through widening opportunities to experience and participate in the arts, and through partnership with other organisations.



Aims

1. To make an important contribution to the social and economic regeneration of Stockton and the Tees Valley
2. To present an outstanding creative programme that is contemporary and relevant to our communities
3. To increase the number and range of people engaging with ARC
4. To support and develop artists and creative practitioners to create excellent work relevant to our communities
5. To support and develop a cultural workforce to support our ambitions
6. To realise the creative potential of our local communities
7. To increase our financial and organisational resilience and ability to adapt to economic, environmental and societal change
8. To act as a catalyst for partnership and collaboration between public, private and voluntary sector organisations
9. To act as a national and international leader in organisational sustainability, sector development, artistic practice and social impact

About Family Arts Campaign

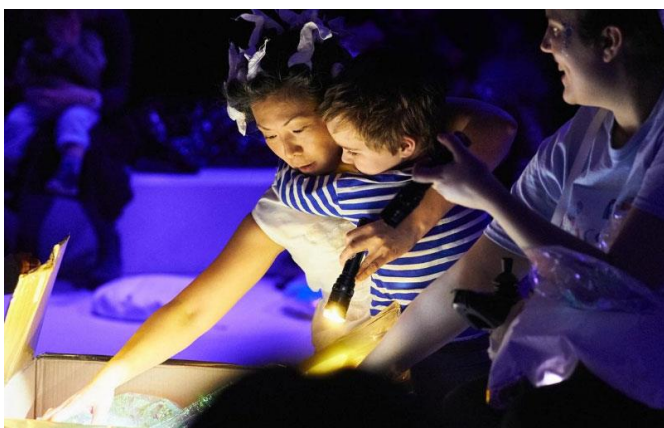


The Family Arts Campaign (FAC) is the largest, national, cross-art form initiative to increase access to arts and culture for families of all ages. While based in Stockton-On-Tees, the FAC is a truly national organisation with activity across the UK.

The FAC's core mission is to ensure that every child and family in the country has access to a range of high-quality creative and cultural opportunities, regardless of their social background or where they live. The FAC supports the cultural sector to understand and support the diverse needs of families from all backgrounds, particularly those who may not think arts and culture is "for them".

With over 1,200 senior leaders across the country supporting the highly regarded Family Arts Standards and a further 435 advocating for its age-friendly provision, the Campaign has a significant national following. The FAC's extensive learning programme has provided 4,000+ arts professionals at all workforce levels with additional knowledge and skills. The Family Arts Campaign also has a set of regional networks, with 5 Family Arts Ambassadors championing and leading work across the country.

The Family Arts Campaign is at an exciting period of transition where it is looking to grow and develop its work, with a particular emphasis on supporting underserved and vulnerable families.



The Family Arts Campaign & ARC

As a national Campaign, the FAC works across the country to support accessible arts provision for families. With a registered base at ARC, the FAC would like to support the development of more family activity in the Tees Valley. The Family Arts Coordinator post will help us to do this, and will also support our wider national work too.

Working at ARC

This is what you can expect if you come and work at ARC:

- A structured induction programme
- Regular one to one meetings with your line manager
- An annual performance review
- Annual leave and sick pay in line with the terms of your contract
- Salary payments direct to your bank account on 25th of each month
- Free tickets to films and shows at ARC
- A 20% discount on food at No 60, ARC's café bar
- Access to a kettle, fridge and microwave to prepare your own food and drinks
- Annual health and safety, safeguarding and equality training
- Access to a Cycle to Work scheme (<https://www.cyclescheme.co.uk/>)
- An option to join ARC's pension scheme (<https://www.nestpensions.org.uk/schemeweb/nest.html>) – this offers you the chance to save for the future by paying in 5% of your salary, matched by 3% paid by ARC

For office-based jobs, we operate a flexi-time scheme where you are expected to be in the office between the core hours of 10am-4pm but can choose when to work your remaining hours. For operational staff, rotas are planned in advance and reasonable requests for non-working days are accommodated whenever possible.

After six months, staff whose jobs can be carried out effectively from home may work up to 20% of their working hours from home with permission of their line manager.



Opportunities to find out more

If you are interested in applying and would like to find out more about the job and/or working at ARC:

- You can email questions about the job directly to Fiona.goudie-hunter@arconline.co.uk or about the recruitment process to recruitment@arconline.co.uk
- Join the question and answer session with Fiona and Anna on Wed 24 May 2023 at 12:30pm on Zoom – there's no need to register, just join here: <https://us06web.zoom.us/j/82295951862>
- Call in to ARC during our opening hours, have a look round, and say hello to our Box Office and No 60 staff – you don't need to have a ticket or buy a drink. You can see the opening hours here: <https://arconline.co.uk/visit-arc/>
- Find lots more information about ARC and our programme of events and activities on our website: www.arconline.co.uk and about FAC here <https://www.familyarts.co.uk/>

Job Description

Job title:	Family Arts Coordinator
Department:	Sales & Events

Contract type:	Fixed Term to 31 March 2025
Salary:	£21,673 per annum pro rata (£13,004)
Hours:	20 hours per week, some requirement to Saturdays
Holiday entitlement:	28 days per annum including bank holidays pro rata
Based at:	ARC, Stockton on Tees

Line Manager:	ARC Sales & Events Manager
Also reporting to:	Family Arts Campaign Executive Director

Job Purpose

The Family Arts Coordinator is a new role, designed to support and consolidate the relationship between ARC and Family Arts Campaign (FAC), a national organisation that operates remotely, but has its registered base at ARC.

The key aims of the role are to:

- Support ARC to develop its family audiences, particularly for live events and film screenings
- Act as a presence for Family Arts Campaign in the Tees Valley, connecting with other cultural organisations to promote and share best practice around family engagement
- Gain feedback from families to support ARC and Family Arts Campaign activities
- Support the Family Arts Campaign to deliver key national events and projects.

Key Duties

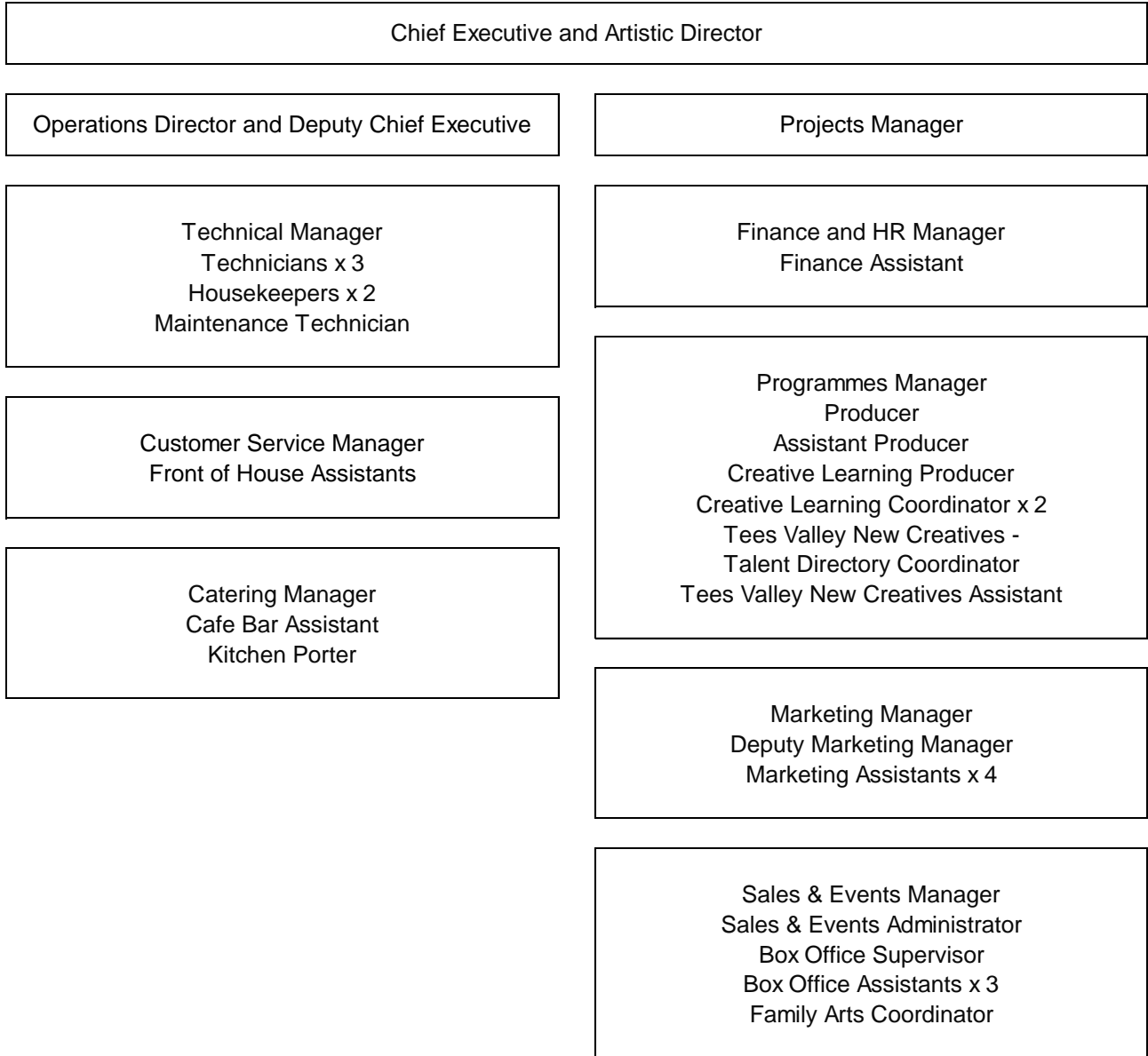
1. To work closely with the Sales & Events and Marketing teams at ARC to develop and deliver effective family engagement campaigns.
2. To lead on researching and connecting with family-focussed organisations, events and opportunities across the borough of Stockton to promote ARC's programme.
3. To liaise with companies visiting ARC to present shows for families, to identify key marketing and audience development opportunities.
4. To develop and deliver a programme of partnerships around family film screenings, to enable communities to influence our programme.
5. To develop and deliver a programme of creative wraparound activity for family film screenings, to enhance audience experiences.
6. To meet with the FAC team on a regular basis (via online meetings) to stay updated on FAC priorities and areas of interest
7. To provide support for centralised FAC activity, including support on national conferences, events and the annual Fantastic for Families Awards ceremony.

8. To connect with the wider North East FAC networks, and work with FAC and ARC colleagues to explore and deliver appropriate and complementary Tees Valley based activity.
9. To undertake training as required by ARC and FAC.
10. To be a full team member within ARC and contribute to both ARC and FAC's working culture.
11. To read and work within ARC's policies and procedures, including the Staff Handbook, Safeguarding Policy, Health and Safety Policy, Equality Policy and General Data Protection Regulation and any relevant FAC policies.
12. To undertake any other duties as may be required as part of this role.

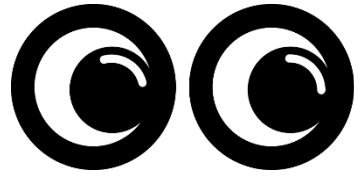
Person Specification

1.	Good administration skills – able to enter and manage data and information accurately and retrieve information quickly when needed
2.	Good written and verbal communication skills - able to write emails and letters, confident using the phone and speaking to people of all ages and backgrounds
3.	Experience of using Microsoft Office Outlook, Word and Excel
4.	Excellent administrative skills with a high attention to detail
5.	A demonstrable interest in activities for families, particularly creative activities
6.	Knowledge of family life in the Tees Valley, particular in the borough of Stockton
7.	Able to organise multiple tasks, prioritise effectively, and meet deadlines
8.	Able to travel around Stockton and the Tees Valley to visit events and activities as part of the role
9.	Able to work without supervision and as a team player, willing to support the work of others throughout the organisation
10.	Flexible and adaptable in your approach to work

ARC Staffing Structure



To view our full list of staff members, visit our website [here](#).



Executive Director

Programme Manager

Marketing & Communications Manager

Family Arts Ambassadors

Family Arts Coordinator

How to apply

If you would like to apply for the job, please complete an application form which you can [download here](#)

The form asks for some standard information about your education and work experience, as well as a statement about why you are interested in the role and how your skills and experience would help you undertake the duties outlined in the job description. Please draw on personal and voluntary experience as well as work experience – many of the skills we are looking for are gained through our family and social lives, not just in professional settings.

Please don't forget to tell us why you want this job. We are looking for people who are passionate and motivated so it really helps to understand what aspects of the job you are interested and excited about.

As part of the form it will ask you to fill out an Equality Monitoring survey – please make sure you do this as well.

Once completed, please send your application form to recruitment@arconline.co.uk by the deadline below.

Timescale

The deadline for applications is 10am on Tues 6 June 2023.

We will acknowledge safe receipt of your application by email.

We will be in touch with people selected for interview by Fri 9 June 2023.

If we haven't been in touch by this date, it is likely that you have not been selected for interview. Please note that we don't contact unsuccessful applicants until the recruitment process is complete and have appointed a candidate.

Interviews will be held at ARC on Fri 16 June 2023 – please let us know when you send your application if you would not be able to attend an interview on this date.

Unsuccessful applicants will be notified by Fri 30 June 2023.

Access requirements

If you have any access requirements in terms of submitting an application or attending an interview, please let us know. We aim to meet everyone's access requirements.

If you need to submit your application in a different format (eg as a video or audio file or as a hard copy), please let us know in advance so we can look out for it.

Selection Process

Shortlisting

Once the application deadline has passed, all applications will be read by a recruitment panel which typically consists of three people - the line manager for the role and two colleagues, although sometimes external advisors are involved.

Applications are considered alongside the person specification, with those that demonstrate the best fit in terms of skills, experience and motivations for applying selected for interview.

Interviews

Interviews are generally held in person at ARC. You will be given details in advance, including the areas that will be covered in the interview and any examples we might ask for. In addition to the interview, you will usually be invited to have a tour of the building, to do a practical or written task (depending on the nature of the job) and then to meet with the interview panel for 30-45mins. All candidates are asked the same set of questions. You will be given the opportunity to ask questions during the interview, although please don't feel that you have to. The purpose of the interview is for us to get to know you, and vice versa so we always see it as a two-way process – it is an opportunity for you to decide whether working at ARC is right for you as well as for us to see whether you would be a good fit for the job.

Informing you of our decision

We generally let people know the outcome of the process by email as soon after the interview as possible but usually within a week.

Data Protection

We are required to have a Candidate Privacy Policy to allow us to inform potential candidates of how ARC will collect, store and process their personal data submitted as part of the application process.

ARC will collect, store and process all data submitted as part of the recruitment process for this post in accordance with its responsibilities as the data controller as defined by the General Data Protection Regulation (GDPR).

The length of time that ARC retains submitted applications will depend on which stage of the recruitment process the candidate reaches.

- For candidates who are unsuccessful at the first stage ARC will retain submitted applications for the duration of the recruitment period of the named post.
- For candidates who attend an interview but are unsuccessful at this stage ARC will retain applications for a period of six months from the date that the candidate is informed that they have been unsuccessful.
- For successful candidates ARC will retain applications as part of their HR record in accordance with the terms set out in ARC's staff privacy policy.

ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR in order to be able to demonstrate that it operates a fair and transparent recruitment process in the event that a dispute arises.

ARC will retain submitted equality and diversity monitoring information indefinitely. This data is held as part of an anonymous record which ARC uses to monitor equality and diversity information about applications for advertised vacancies on a regular basis. ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR.

Candidates can object to ARC's processing of their data at any time. If you would like to submit an objection please contact recruitment@arconline.co.uk. ARC will respond to all objection requests within one calendar month as required by the GDPR.