

TMC Application Pack

- Introduction
- How to apply
- About TMC
- Job Description & Person Specification
- FAQs about the recruitment process



Introduction

We're really glad that you are interested in applying for work with The Mighty Creatives. Getting the right person for the role and for our team is important to us so we've pulled together a pack to help you decide and provide you with everything you need to apply.

How to apply:

1. Read the information about TMC and about the role we're recruiting to
2. Fill in the application form
3. Save the form as a Word document with your name and the vacancy in the filename.
4. Email the form back to us at recruitment@themightycreatives.com or post it to:

Recruitment
The Mighty Creatives
LCB Depot
31 Rutland Street
Leicester
LE1 1RE

Best of luck!

The Mighty Creatives (TMC) Team

P.S. We're an accessible and equal opportunities employer, so please get in touch with recruitment@themightycreatives.com (0116 2616 834) if you'd like to receive and return your application form in a different format.

Dates for your Diary!

Closing date for completed applications:

12noon on Thursday 18th
January 2018

Interview date:

Friday 26th January 2018

WELCOME TO THE MIGHTY CREATIVES!

Our vision

The Mighty Creatives (TMC) is a charity committed to promoting personal, educational, cultural and social change for children and young people across the East Midlands through the application of cultural education and creative practice.

Established in 2009, TMC has developed a strong reputation for facilitating innovative cultural education practice which has been recognised, amongst others, by the Arts Council of England (ACE), who invest approximately £1.0m annually into TMC as one of its ten national 'Bridge' / Sector Support Organisations.

Our Mission

Too many children and young people live their lives without access to play, creativity and culture. These inequalities affect other significant challenges in their lives: low educational achievement, poor health, engrained poverty, restricted connectivity and limited financial opportunities.

We believe that by improving, increasing, and investing in the engagement of children and young people to arts and cultural practice, we can contribute to school and educational improvement across the region: and ultimately address the inequalities that affect too many people's young lives.

Our relationship with Arts Council England

We contribute to Arts Council England's (ACE) Goal 5: every child and young person [in the East Midlands] has the opportunity to experience the richness of the arts, museums and libraries.

Our ambition is to stimulate and support innovative solutions that engage all children and young people living and learning in the East Midlands, particularly in the most disadvantaged places. We will do this by investing in leadership for cultural education and supporting the diversification of cultural education provision.

We tackle socio-economic disadvantage presented by the Cultural Education Challenge, guided by four cross cutting themes:

- Attract new schools, arts and cultural organisations and children and young people's services
- Improve the existing cultural offer and produce demand led new offers
- Increase local engagement through distributed leadership and joined up promotion

- Sustain opportunities with aligned resources, sustainable funding and new investment

By 2022, we aim to:

- Provide a universal offer to disseminate information, targeting all schools, cultural organisations and Music Education Hubs
- Provide a targeted offer, galvanizing and developing specific networks and Cultural Education Partnerships in agreed places.
- Achieve 100% match on annual partnership investment budget.
- Achieve minimum 20% schools registered for Artsmark Award by 2022.
- Achieve minimum 50% schools in wider engagement in Artsmark by 2022.
- Achieve a realistic annual growth in Arts Award moderations from a 2017/18 baseline.

The Future

Our mission is clear, our message compelling and our expertise valued. Our mission now needs to be pursued by more organisations, our message heard by more and expertise given greater financial value if we are to further extend our reach and have greater impact.

We now want to see the East Midlands as the 'go-to' region for cultural education practice.

By contributing to piloting, developing, improving and advocating for the best of cultural education practice for the benefit of young people in the region, we aim to make sure that as many young people in the East Midlands – particularly those who find themselves in the most difficult of economic and social circumstances – can benefit from high quality, inspiring opportunities to be creative or be inspired by the creativity of others.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

www.themightycreatives.com

VACANCY

JOB DESCRIPTION

Development Co-ordinator



Summary Details

Job Title:	Development Coordinator (Artsmark)
Salary:	£20,684 plus contributory pension
Hours:	Full time (35 hours per week excluding an unpaid lunch hour) plus occasional evenings and weekends
Location:	LCB Depot Leicester, with frequent regional travel
Permanent/fixed:	Fixed Term, to 31 st July 2018
Responsible to:	Development Manager
Works closely with:	Development Coordinators, Resources Team
Responsible for:	n/a
Holiday:	25 days plus statutory public holidays plus 3 discretionary days at Christmas
Notice period:	Minimum 1 month

Working with us

The Mighty Creatives (TMC) is a charity committed to improving the personal, educational, cultural and social lives of children and young people through creative and cultural education.

The company is based in Leicester but has a remit for the East Midlands: a diverse geographical area composed of the nine local authority areas of Derby, Derbyshire, Leicester, Leicestershire, Nottingham, Nottinghamshire, Lincolnshire, Northamptonshire and Rutland.

Our staff team is composed of an eclectic mix of creative professionals from a range of backgrounds - arts, culture and education - to design, lead and champion change-making partnerships, products and programmes.

In addition to the core team, we work with a wide range of experts to benefit from their specialist skills. This includes finding ambitious ways of collaborating with children and young people themselves, benefiting from their creativity and capacity for innovation.

We are looking for a Development co-ordinator to join our team. We want you to use your creativity to help children, young people and adults transform their lives, the services they use and the communities they live in. You will provide co-ordination and administrative support for events that promote and help train schools to use Artsmark, a development tool designed to help schools in the East Midlands deliver a high-quality

arts and cultural education. Your key roles and responsibilities are listed below. It's not an exhaustive list, but it will give you a feel for the kind of work you'll do.

Key Roles and Responsibilities

- **Collaboration:** event planning, administration and delivery, supporting an outstanding experience for our community members, collaborators, providers, contributors and delegates;
- **Innovation:** we need to organise a large number of events to an unprecedented quantity and timescale, so we need someone able to coordinate and develop event management processes that will become standard practice across the charity;
- **Client management:** collect and manage information about our primary market, schools, to identify and respond to their needs and interests; provide excellent customer service over the phone, email and in person, responding to queries about our current events, products and programmes;
- **Imagination:** manage data, building an exemplary knowledge base in relation to key markets segments and contacts; use and maintain our central Customer Relationship Management system to achieve excellent results and high attendance at all events;
- **Telling our story:** support the production of marketing and events materials within brand guidelines; contribute content to our website and social media;
- **Any other business:** contribute to the life and work of the agency, get stuck into a range of activities, super-charge our values and help us grow.

Portfolio

All of our team members lead a portfolio of work that changes over time as our priorities, partnerships and funded programmes evolve.

This role will support the promotion and delivery of [Artsmark](#) in the East Midlands, providing co-ordination and administration support for the delivery of a high number of high quality events for schools, colleges and other education settings.

Awarded by Arts Council England, designed by schools, the Artsmark award helps schools to deliver a high-quality arts and cultural education and provides an excellent way for schools to demonstrate this to children and young people, parents, staff, governors and Ofsted.

This is a good opportunity for someone looking to develop a career in project or events management. It is an opportunity to improve processes, project and event management practice and deliver a series of outstanding promotional and training events and related stakeholder management. There is also a degree of administrative tasks to perform alongside this co-ordination.

We want you to use your creativity to unlock further innovation arising from this work, spotting opportunity to build new ways of working, identify new partnerships, products and programmes. We will support you to start something that you feel passionate about - something that delivers sustainable solutions for children and young people and for us.

ESSENTIAL CRITERIA

- At least 2 years' knowledge and experience of:
 - Planning events and projects
 - Information management and systems development, including event marketing and administration, liaising effectively with partners, suppliers and delegates;
 - Data management and reporting, e.g. for project reports and funding applications;
 - Monitoring and evaluation, producing reports and recommendations for continuous improvement;
 - Preparing and delivering presentations, workshops and training activities;
 - Project communications and advocacy, e.g. collating data and testimony to use in print and other media, website and social media content;
- Excellent communication skills in writing, presenting and use of social media;
- Ability to work productively and efficiently in a fast-paced office environment and deal with requests and demands from multiple stakeholders.

DESIREABLE CRITERIA

- Experience of working at a administrative or project co-ordination level in the education, cultural, youth and community settings;
- Interest in the creative and cultural industries.

FAQs about the recruitment process

I've got more to say but no space to say it – what should I do?

The great thing about an electronic application form is that the boxes expand the more you type, so you can get as much down as you need to (within reason!)

How will I know my application has arrived safe and sound?

If you email your application to us at recruitment@themightycreatives.com (which we'd much prefer) you'll get an email back before the closing date to confirm that we've got it and to thank you for taking the time to apply. Unfortunately, we can't confirm receipt of any posted applications.

Can I submit a CV instead of the application form?

Sorry, but we don't accept CVs, as they often leave out important information that we want to ask you about – hence the form.

It's been a while since I contacted you – have you forgotten me?

Never! However, we do have limited resources and unfortunately if we haven't contacted you by the interview date stated above, it does mean that you have been unsuccessful on this occasion.

If we meet with you at interview and you are unsuccessful we will provide feedback to you.

I have questions. What should I do?

If you feel that you have unanswered questions regarding the role you are thinking of applying for then please call us for a chat before you decide whether to apply.

We can be contacted by email recruitment@themightycreatives.com with your contact details and question and we'll have a member of our team ring you back as soon as they can.

If you want to get a feel for what we're up to, you can also find us on  :
@MightyCreatives and on .