



This is Section 1/8

Thank you for your interest in working at Scottish Sculpture Workshop (SSW) in the new role of **Programme and Communications Fellow**.

This fixed-term role is one of fifty across the UK supported by the Weston Jerwood Creative Bursaries (WJCB). The programme aims to make the arts a fairer and more inclusive place to work, by supporting early career artists, producers, curators and creatives from working class or 'lower socio-economic' backgrounds to progress in their careers. There is more information about the WJCB programme and eligibility in Section 8 of this job pack.

At SSW, this role has been formed in recognition of the intersecting barriers people in Scotland face to working in the arts, particularly within rural Scotland, due to their race and/or ethnicity and socio-economic background. At SSW, we believe that we need to take positive actions to start to break down these barriers, along with the systems and structures that reinforce them. You can find out more about this in Section 6 of this job pack and in the FAQs on our website.

Please apply for this role using the online application form. The closing date for applications is **12 noon (12pm) on Monday 7 December 2020**. Interviews will take place in 2 stages - the first will be online on the 14 & 15 December 2020, followed by in-person visits at SSW for shortlisted candidates on 13 & 14 January 2021. The start date for this role is Monday 22 March 2021.

If you have any questions relating to the role or this job pack, please don't hesitate to get in touch on admin@ssw.org.uk or 01464 861372. We would love to hear from you.

Job pack contents

The different sections of the job pack listed below are available in smaller, more digestible, sections on our website. You can also find these in large print and as audio recordings [here](#).

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1. Important information and key dates

Role title:	Programme and Communications Fellow
Salary:	£21,000 plus 5% pension
Hours:	37.5 hours per week over 5 days, 9am – 5pm (0.5 hour lunch break)
Holidays:	30 days + 2 weeks closure during winter break (10 days bank holidays are taken during this period)
Contract:	Fixed term – 1 year
Location:	Lumsden, Aberdeenshire
Responsible to:	Jenny Salmean, Programme and Communications Manager
Role benefits:	Participation in the Weston Jerwood Creative Bursaries programme, including in the professional development and peer network. A mentor of your choice (out with SSW) for additional support throughout the fellowship and additional access support fund. There is more information about the WJCB programme in Section 8 of this job pack.
Flexible working:	We are aware that everyone has different commitments in their work and home lives and we are open to requests for varied working hours or work patterns. These will be considered taking into account the impact on the organisation and work colleagues.

We would be happy to discuss this with you if you have any questions prior to application.

Relocation: On site self-catering accommodation for a fixed period of 3 months, plus financial support up to £250 for relocation costs if needed.

Key dates

Deadline for application:	Monday 7 December 2020, 12 noon
Notification of interviews:	w/c 7 December 2020
Remote interviews:	14 & 15 December 2020
In-person visits:	13 & 14 January 2021
Start date:	Monday 22 March 2021