

## Community Arts Organiser Job Pack



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**Aberdeenshire**  
COUNCIL



## **About SSW**

### **Vision**

SSW expands the possibilities of what sculpture can be – continuously working towards positive social and environmental change.

### **Mission**

SSW is embedded in our rural location, with a global outlook and reach. Our artist residencies and locally focussed programmes are set up to rethink and push material and skills based learning, prioritising process and opening up our workshop space as a site where community, creativity and nourishment are a driving force in all that we do.

### **Values**

#### Transformative access

Time and space to make is transformative and should be accessible to all. We prioritise access across our site and programmes. We commit to work with partners, communities and professionals to ensure that barriers (physical, environmental and organisational) at SSW are identified and broken down.

#### Listen, learn and make change

SSW believes that we are all simultaneously learners and teachers and that learning is enabled by working together in a safe and supportive environment. As an organisation we actively work to listen, (un)learn and reimagine what is possible in resistance to dominant narratives.

#### Collaboration and skill sharing

We work together with collective aims and approaches, valuing the unique perspectives, lived experiences and skills that are held by those we work with. We are here to support artists and our local community and bring together their diverse knowledge and skills to create an open and empowering environment.

#### Respect and empowerment

Our collective learning makes us powerful! We want to empower each other to shape new visions for the world and believe that this is only possible with respect for ourselves, each other and the environment.

By upholding our core values, we create a respectful, compassionate and kind space for the benefit of all at SSW and beyond. If you notice anything happening at SSW which doesn't seem in line with these values, please let us know. We can be reached at admin [at] ssw.org.uk.

### **Our location**

We have been embedded in Lumsden in the north-east of Scotland since 1979. Visit our 'contact' page for directions.



## **Community Arts Organiser**

**Deadline for applications:** Tuesday 17 September, 12 midday

**Notified:** Friday 20 September

**Interview:** Thursday 26 September

**Role to commence:** October

**Job Title:** Community Arts Organiser

**Hours:** 0.6 (3 days per week - 22.5 hrs per week) this may include working weekends and evenings as required to meet the needs of the programme.

**Salary:** £28,000 (pro rata) + 5% employers pension contribution

**Contract:** Fixed Term - October 2024 - March 2025 (*with the possibility of extending the role*)

**Responsible to:** Programmes & Partnerships Director

**Holiday:** 8 days + bank holidays (bank holidays to be taken over the set winter closure in December/ January).

**TOIL:** Overtime is paid through TOIL which must be outlined and agreed in advance with the line manager.

**Place of Work:** This role is based at Scottish Sculpture Workshop (SSW) in Lumsden, Aberdeenshire. You may also be required to deliver the programme at other locations. A relocation allowance may be available for the right candidate.

## **Job Overview**

This role is responsible for the delivery of the [Community Making Space programme](#) at SSW which aims to create community connections and positive change through making. Within this role the selected candidate will work with SSW's Community Advisory Group and local community members, the SSW team and other partners in co-creating and delivering a regular programme of making skills and social gathering. This includes weekly making sessions, monthly Clay Socials and regular young people's art clubs (during the school holidays) as well as wider creative community celebrations.

The programme is in part supported by Aberdeenshire Council and looks to enhance community health and wellbeing for adults and young people through the delivery of creative sessions and skills development.

## **Job Description**

The Community Arts Organiser is responsible for:

### **Community Making Space Programme development and delivery**

- Working with Community Advisors, SSW and other stakeholders to develop the programme inline with their needs and ambitions and inline with our funding agreements.
- Facilitate regular creative, skills sessions that respond to community needs and interest.
- Develop strong working relationships with local groups and knowledge holders and support them in facilitating programme activity
- Work to key SSW policies and action plans including Health Safety policy, Safeguarding policies, Equality, Diversity and Inclusion and Environmental plans.
- Ensure appropriate permissions and consents are in place for all activity inline with SSW policy and funding agreements.
- Prepare activity risk assessments
- Keep in regular contact with local partners and coordinate quarterly partner meetings alongside writing accurate minutes and ensuring resulting actions are undertaken
- Manage the Community Programme Gdrive and ensure appropriate filing
- Set up, manage and collect food for the Thursday Lumsden Community Fridge
- Ensure the Community Making Space is prepared and ready for activity, that materials are stored appropriately and that the space is active and inviting
- Prepare food for all public activity
- Ensure appropriate feedback/ evaluation from all public events

## **Support SSW's Community Advisory Group and other Community Members, Freelance Artists and Making Session leaders**

- Support and facilitate relevant stakeholders to develop the community programme informed through regular outreach and community engagement sessions
- Support, grow and maintain our Community Advisory Group through co-developing learning, networking and social opportunities
- Support Making Sessions leaders and freelance artists to deliver aspects of the programme - this includes drafting letters of agreement, session planning, sourcing and ordering materials and hosting as well as supporting with facilitation as required.
- Ensure EDI forms and arrival forms are filled out and stored correctly for all advisors, freelance artists and session leaders.
- Provide appropriate inductions to SSW

## **Communities Programme Communications**

- Write and deliver content for SSW's website, social media and print marketing.
- Ensure effective local marketing is implemented through flyering throughout the village of Lumsden and poster displays in local display points.
- Find opportunities to share information and outcomes of the Communities programme locally
- Ensure the window of the Community Making Space is attractive and informative and up to date highlighting the work being undertaken within the space alongside sharing relevant information.
- Connect the programme with local schools and relevant local events through informative and active outreach
- Share images and text for social media updates with SSW's Programme Producer in a timely manner

## **Reporting**

- Report on the Communities programme using both qualitative and quantitative measures inline with SSW's reporting deadlines and needs of the organisation and funders.
- Report community programme spend inline with set budgets including the appropriate filing of receipts and invoices and updating budget sheets as required.
- Keep accurate documentation of the programme including photographs, video and written formats.

## **Person Specification**

We are looking for a creative, friendly and motivated person who has a proven track record of developing and delivering arts programmes within community settings with a focus on making.

### **Essential**

- Proven experience of producing arts programmes in community settings through co-creation with a range of stakeholders.

- Strong facilitation and communication skills with experience of supporting; individuals, groups and peer exchange
- Project management skills with an ability to produce multiple programme strands at once whilst prioritising and meeting deadlines
- Commitment to expanding Equity, Diversity, Inclusion and Access to workshop facilities and community learning programmes
- Experience of managing set budgets and accurately reporting on them
- Able to work with a range of people and understand and support their diverse needs
- Digital competence with an ability to use Google work suite - including gmail, gdocs, sheets and online booking systems
- Flexible, with ability to accommodate changes in your working days

### **Desirable**

- Knowledge of the areas local to SSW and local community groups/ networks close by or has worked within a similar rural context and wants to relocate to West Aberdeenshire.
- Practical approach with knowledge of making and creative skills
- Clean driving licence
- Interest in the skills held by local communities in North East Scotland
- Knowledge of Adobe Creative Suite
- Interest in exploring sustainable and local materials

### **How to apply**

[Please apply using this online form](#) where you will upload a cover letter, telling us, either in writing of no more than two page or in a video of up to 5-minutes in length:

- Why you would like to become the Community Arts Organiser at SSW and what you can bring to the role
- Why the role excites you and what you hope to gain from the post
- Details of your experience and how you meet the points outlined in the job description and person specification
- Earliest available start date
- The names of two referees (only contacted after seeking permission)

Please also complete our Equal Opportunities Monitoring form (this is for monitoring purposes only and will be detached from your application).

If you would find it more accessible to complete any part of this application in a different format, please email [arts@ssw.org.uk](mailto:arts@ssw.org.uk).

## **Non-discrimination at SSW**

At SSW we recognise the historic and ongoing omission of diversity within both the arts and technical fields across Scotland and our role within this. We believe this lack of diversity has led to narrower visions for what sculpture can be and who is able to make and enjoy it. We are committed to a culture of diversity, equity, and inclusion and providing equal opportunities for everyone, regardless of their background. We welcome applications from all backgrounds including, but not limited to, those who identify as from marginalised backgrounds based on any protected characteristic including age, race, gender identity or sexuality, disability or long-term health condition, pregnancy, maternity or marital status, religion or belief, and socio-economic background or class identity.

