

## TMC Application Pack

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### 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](mailto: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](mailto:recruitment@themightycreatives.com) if you'd like to receive and return your application form in a different format.

## Dates for your Diary!

**Closing date for completed applications:**  
9.30am on Monday 9<sup>th</sup>  
August  
**Interview date:**  
16<sup>th</sup> August via Zoom

## WELCOME TO THE MIGHTY CREATIVES!

Established in 2009, The Mighty Creatives is a charity which has transformed the lives of children and young people through arts, culture and creativity. Based at the heart of the cultural quarter in Leicester, we have served children and young people's communities across the Midlands, reaching across the UK and Internationally through our partnership work.

### **Our Values are:**

#### **We know our stuff**

We are passionate and knowledgeable about the cause and the programmes we deliver.

#### **We Listen**

We are a learning organisation, informed by data and directed by evidence.

#### **We Collaborate**

We value the right of children and young people and their communities to determine their own futures.

#### **We Act**

We are focused on action, are driven by need.

#### **We Make a difference**

We reflect on our work to enable, innovate and deliver change with style and ambition.

### **We have:**

- Considerable expertise and experience in the fields of education, culture and youth engagement and empowerment.
- A well-managed, robust and financially sound organisation.
- Excellent regional and national partnerships.
- Tried, tested and scalable programmes that contribute to positive, lasting transformation.

We work in partnership with children and young people, key funders and sector partners to champion, develop, deliver and grow:

- Services that can be scaled up, demonstrate reach and result in significant and measurable cultural and social impacts.
- Inspiring opportunities for children and young people to engage with arts and culture.
- Investment in children and young people's own creative skills, knowledge and practice.
- Capacity in the cultural and education sectors to support the infrastructure of the region.
- Programmes of cultural and creative education regionally, nationally and internationally.
- Models of practice which ensure that the creative voices of children and young people are at the heart of all our programmes.

### **Our Vision, Mission and Theory of Change**

**Our vision** is to fight for a world where all children and young people will harness the power of arts, creativity and culture in order to transform themselves, their communities and their futures.

Listening and acting upon all the creative voices of children and young people is at the heart of our mission, particularly those of the most excluded and disadvantaged. Children and young people's creative voices are woven through our products and services and ensure that children and young people will:

- Develop the self-esteem and confidence to be themselves.
- Take risks to challenge, innovate and test the world.
- See themselves as active producers of culture, not just as passive consumers.
- Develop leadership skills.
- Influence their communities.
- Take their place on a world stage.

**Our mission** is driven by six strategic objectives:

1. Improving access to arts, culture and creativity.
2. Raising aspirations of children and young people.
3. Empowering children and young people to make positive social change.
4. Advocating for the power of arts, culture and creativity.
5. Increasing investment in children and young people's arts, culture and creativity.
6. Sustaining the charity's organisational resilience to meet our vision.

**Our Theory of Change** starts with the problem statement, "*Too many children and young people live their lives in poverty, without arts, culture and creativity. This contributes to their educational under-achievement, poor physical and mental health, restricted social mobility and reduced employment and enterprise opportunities*". Our long term goal is to improve the personal and social wellbeing, skills and education, cultural engagement and economic prospects of all children and young people in the Midlands, particularly those in the most disadvantaged places and from priority groups.

Our Theory of Change illustrates how we will work strategically and collaboratively to achieve and demonstrate personal, educational, social and economic outcomes for children and young people. It provides a summary of the changes that will occur and provides the context for our strategic goals, future partnerships and delivery plan.

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](http://www.themightycreatives.com)

## EQUALITY AND DIVERSITY

The Mighty Creatives values diversity and is fully committed to promoting equality of opportunity, recognising that people are an extremely valuable resource for the organisation. The Mighty Creatives is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

### Our Diversity Statement

The Mighty Creatives' believe that the way we act and the things we do have an effect on the world around us. To make sure this effect is a positive one we believe in continuously reflecting on our day-to-day activities, beliefs and values in order to challenge stereotypes and assumptions that may guide our decision-making and action-planning. This is why we use critical thinking and imagination in our planning, evaluation, reporting and performance management processes. This practice helps us to take more risks and challenge our own and the sector's perceptions. As part of this, we are committed to co-production, and to championing and listening to the voices of children and young people.

### Our commitments

The Mighty Creatives endorses the statutory obligations required by legislation, best practice codes and expectations of our funders, staff, participants and partners in the areas of sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, ethnic origin, nationality, socio-economic status, religion or belief, disability or age.

We are committed to providing a working environment in which all of our people are able to realise their full potential and to contribute to the charity's success. We are working towards best practice recruitment based on equal opportunities in order to diversify our paid and volunteer workforce and boards and pursue workplace practices, policies and procedures that enable all The Mighty Creatives to thrive.

We will actively create a culture of inclusion across our programmes and services. We will collaborate with the communities we work with to celebrate the talents of all the people and make a positive impact. We will challenge discrimination and prejudice where we find it. We will actively identify, champion and share good practice.

We are committed to doing this as we see that it will improve benefits to participants, deliver better quality of services and improve the effectiveness of our organisation.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Employment practices and procedures will be reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

## RECRUITMENT OF EX-OFFENDERS

The Mighty Creatives undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Mighty Creatives can only ask an individual to provide details of convictions and cautions that The Mighty Creatives are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Mighty Creatives can only ask an individual about convictions and cautions that are not protected and are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

## DBS

Some activity delivered by The Mighty Creatives staff may fall under 'regulated' activity. In this case staff carrying out these roles will require an Enhanced DBS with a check of the barred list. For The Mighty Creatives this is most likely to apply to direct delivery with children and young people such as residential activity but may also apply to project and programme activity. There may be a lower level of check required in some areas of our work where all regulated activity criteria are met **apart** from the number of times the activity is carried out in a month. In this instance we will carry out a Standard DBS check. Decisions about when we DBS check will be made on a case by case basis and regularly reviewed.

## Benefits

We offer our staff a number of different benefits these include pension, 25 days annual leave (pro-rata) plus bank holidays and Christmas office close down. You will get a day off for your birthday, we offer staff the opportunity to undertake up to 14 hours (pro-rata) of volunteering or personal development time each year. We offer access to Sodexo Employee benefits, which gives discounts off things like shopping, cinema tickets and restaurants. We are a member of a cycle to work scheme. We provide access to an Employee Assistance Programme.

**The Mighty Creatives is an accredited Living Wage Employer. This means that we are committed to ensuring anyone who works with us will earn a real Living Wage.**

## JOB DESCRIPTION

### Finance & Resources Officer

#### summary Details

Job Title:	Finance & Resources Officer
Salary:	£25,516 plus contributory stakeholder pension, pro rata for part time
Hours:	Full time (35 hours per week excluding an unpaid lunch hour) plus occasional evenings and weekends
Location:	LCB Depot Leicester, with frequent regional/national travel
Permanent/fixed:	Fixed term contract initially until 31 <sup>st</sup> July 2022
Responsible to:	Business Manager
Works closely with:	Part-time Finance & Resources Officer, Budget holders across the team, external stakeholders
Holiday:	25 days plus statutory public holidays plus 3 discretionary days at Christmas, pro rata for part time hours
Notice period:	Minimum 1 month

#### Working with us

The Mighty Creatives is a children and young people's Charity. Based in Leicester, our staff team pulls together more than 17 creative professionals from a range of backgrounds to design, lead and champion change-making partnerships, programmes and initiatives with and for children, young people and those who support them.

In addition to the core team, we work with an increasingly 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.

Your key roles and responsibilities are listed in the following section. It is not an exhaustive list, but it will give you a feel for the kind of work you will do.

#### Portfolio

You will work with the Business Manager and existing Finance & Resources Officer to establish and manage internal finance systems of control, ensuring compliance with all relevant regulations including procurement, legal, Charity Commission and HMRC codes of practice.

You will work closely with the wider team to help them get the most out of our systems and processes. You'll continually strive to make sure we improve at what we do, whether it be budget monitoring, procurement, health and safety or our IT systems and processes.

You'll manage our studio environment, IT, and other physical assets in conjunction with externally procured services to assist you with this where appropriate. A flexible and

positive approach is a must, sharing in all of The Mighty Creatives's Team's passion for what we do.

## Key Roles and Responsibilities

### Financial systems

- Ensure accurate and timely processing of expenditure including invoices, expenses and procurement cards; making payments and ensuring that ledger postings and coding are entered correctly.
- Process payroll, making payments to staff, HMRC and the pension provider on time, with the proper authorisation, and conduct reconciliation thereof.
- Manage income administration relating to funded sources, website sales and donations, including raising invoices and ensuring customer accounts are paid promptly.
- Reconcile budget management systems across the organisation.
- Support monthly management account preparation, year-end processing and annual budget preparation.
- Assist with collating financial reports for our funders.
- Prepare when applicable, gift aid claims and VAT returns.

### Budget Management

- Manage budgets – as allocated.
- Work with budget holders to ensure accurate reporting of expenditure and facilitate efficiencies and economies within budgets where possible.
- Ensure team compliance with procurement policy.
- In collaboration with the budget holders, feedback on budget forecasting and provide budget monitoring reports for the Business Manager.
- Conduct training on use of budget sheets.
- Investigate and solve financial queries.

### Administration

- Responsible for out-going grant and contract administration; assisting colleagues with writing documents and signing them off prior to submission; monitoring the return of and adherence to thereafter.
- With the Business Manager, manage suppliers – such as our IT contractors, our landlord, our insurance brokers and our cleaners.

### IT and office management:

- Provide a conducive working environment through effective creative office management.
- Project manage improvements to our office and maintain day to day standards throughout the space.

- Manage our IT infrastructure and assets, including system improvements and troubleshooting problems with our IT company where necessary.
- Assist the Business Manager with implementing Health and Safety in the workplace – i.e. conduct risk assessments, arrange training, etc.
- As part of the CRM management team, take a key role in data management, staff training and new developments.

**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.

## Person Specification

### Person Specification

#### Essential

#### Qualifications & Experience

- At least 3 years' experience of working in finance, carrying out a broad range of financial duties relevant to the role.
- Experience of maintaining, improving and upgrading financial and routine office administration systems. Some knowledge of business IT infrastructure would be beneficial.
- Experience of managing contractors, and an understanding of good procurement practice.
- Experience of supporting non-finance staff to manage their budgets and of training others in financial processes.
- Experience of writing, managing and monitoring contracts.

#### Technical Skills & Knowledge

- Computer literate with a good working knowledge of Microsoft IT packages including Excel to intermediate standard or above, Word and Outlook etc. Experience of using a computerised accounts package, Xero would be an advantage.
- Knowledge and understanding of a range of financial controls, policies and procedures.
- An understanding of the importance of the segregation of duties.
- Knowledge of statutory requirements related to finance, HR and health and safety.

#### Personal Qualities

- An enthusiastic self-motivator with a proactive, methodical and organised approach to work.
- Ability to work to a high standard of accuracy with a highly tuned attention to detail.
- A good communicator with a professional manner when dealing with a range of internal and external parties.
- The ability to ascertain and disseminate relevant information required by different stakeholders – e.g. funders, contractors, senior management and budget holders.



- Ability to work on own initiative, using this initiative to anticipate and resolve problems, and prioritise a complex range of tasks with minimum of supervision.
- Demonstrates a positive approach to all aspects of a key support role within a small to medium sized organisation.
- Embodies TMC's core values above.

#### **Desirable**

- Studying towards or holding an accountancy qualification such as AAT would be beneficial.
- A practical understanding of how charity accounting differs from commercial accounting would be beneficial.
- An interest in the arts, culture and creative education will be an advantage.
- Well-developed creative skills, with the ability to think laterally and innovatively.

29<sup>th</sup> June 2021

#### **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](mailto: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.

##### **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 email [recruitment@themightycreatives.com](mailto: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 