

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

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 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 Monday 23rd
May 2022
Interview date: Monday
30th May 2022

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

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 also offer staff the opportunity to take one day a year as a Spiritual, Moral, Social & Cultural Day. 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

Youth Programme Administrator

Summary Details

Job Title:	Youth Programme Administrator
Salary:	£21943 plus contributory stakeholder pension, pro rata for part time
Hours:	Part-time (21 hours per week excluding an unpaid lunch hour) plus occasional evenings and weekends
Location:	LCB Depot, Leicester but we are happy to negotiate remote or hybrid working patterns if required. Hybrid working can entail a balance of working from the office, from home or other remote location as appropriate.
Permanent/fixed:	Fixed term contract until 31 st March 2023
Responsible to:	Youth Programme Manager
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 Youth Programme Manager and Youth Programme Coordinator to provide high quality administration support to the Youth Programme, with a focus on supporting our Creative Mentoring programme.

Key Roles and Responsibilities

Programme Administration:

- Supporting recruitment of Creative Mentors alongside Youth Programme Manager. This includes:

- Liaising with applicants,
- Coordinating interview times and slots,
- Communicating with successful/unsuccessful applicants on behalf of the Youth Programme Manager,
- Support the Youth Programme Coordinator in collating essential documents for the role from successful applicants.
- Supporting the contracting of Creative Mentors with the support of the Youth Programme Coordinator, including but not limited to:
 - Issuing Partnership Agreements and Service Agreements to referral partners to secure Creative Mentoring places,
 - Issuing contracts and contract amendments to Creative Mentors,
 - Processing invoices (including sending reminders) for Creative Mentors,
 - Supporting the coordination of traded services, including:
 - Issuing invoices to commissioning partners at agreed instalments,
 - Supporting the monitoring of traded places.
- Supporting the budget management, with the support of the Youth Programme Coordinator and Manager, including but not limited to:
 - Keeping budgets up-to-date according to contracts and services,
 - Sending payment reminders to contractors and Creative Mentors.

Programme and Event Support

- Ongoing correspondence with delegates,
- Work closely with the Events Coordinator to ensure all events are successfully delivered,
- Support with the preparation of packs, information and resources,
- Track engagement data.

CRM:

- Logging attendance and engagement through the CRM.
- Supporting the day-to-day maintenance of Youth Programme data on the CRM.
- Ensure CRM is updated with attendance and personal information in a timely and efficient manner.

Any other business: contribute to the life and work of the charity as necessary.

Person Specification

Person Specification

Essential

- Computer literate with a good working knowledge of Microsoft IT packages
- 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.

- 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

- Previous experience of using CRMs to manage contacts and data

25th April 2022

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 you'll get an email back to confirm that we've got it and to thank you for taking the time to apply.

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 with your contact details and question and we'll have a member of our team reply back to you 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

