

TMC Application Pack

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Introduction

This pack has been pulled together to help provide you with everything you need to apply for the post of Youth Programme Coordinator.

How to apply:

1. Read the information about TMC and about the role we're recruiting to
2. Send your completed application form in **WORD** to recruitment@themightycreatives.com

The closing date for applying is 10am on Monday 26th February 2024. Interviews will be held on Wednesday 6th March 2024.

Best of luck!

The Mighty Creatives (TMC) Team

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 Vision, Mission, Guiding Principles and Values

I remember an inspirational teacher at Primary School who I think changed the trajectory of my life. He incorporated art into history projects, science, and literature. He also read amazing, quite advanced books to us and I just remember it opening a whole new world to me.

(Alexa, Leicester)

Our vision is to inspire children and young people to harness the power of arts, creativity and culture for positive change.

Our Mission

To achieve this vision, our mission has five strategic objectives which all focus on improving the cultural lives of young people, especially those who are most disadvantaged:

SOC1. Children and young people living in need will have experienced a cultural intervention designed to improve their life chances.

SOC2. Children and young people are visible and audible in the leadership of services that impact them.

SOC3. Creative practitioners, educators and employers have a deeper understanding of the 'lived life of a child in need' and have developed the skills to support their development needs.

SOC4. Investment in our work has increased to support the sustainability and growth of the charity.

SOC5. Adoption and delivery of Creative Mentoring practice has been embraced nationally and internationally through the leadership of the National Centre for Creative Mentoring.

Our guiding principles

1. **We will listen and act:** embedding children and young people's voices throughout our work from conception of programme to delivery and governance and we will encourage others to do the same.

2. **We will work collaboratively:** partnership working is central to the work we develop to improve creative outcomes and cultural opportunities for our region's children and young people.
3. **We will respond to need:** we focus on nurturing and supporting the creativity of children in need and those working for them to promote high quality cultural practice.
4. **We will champion Equality, Diversity and Inclusion:** we stand in solidarity with the Black Lives Matter Campaign and all marginalised communities across the world and will use our voice to speak out against injustice. We commit to listening, learning and taking action to improve access to creative opportunities for our region's children and young people.
5. **Engagement with artists and educators** is driven by a personalised, person centre pedagogy in which mentoring, and coaching play a fundamental role in generating personal change.
6. The **creative voices of young people** will be at the heart of the creative or cultural experience.

Our Values

Our values are inspired by the work of Munira Thobani and her work on the Thobani 6C Self Audit Tool©

1. **We seek Coherence in our work:** Social justice, equality and equity matters to us. We constantly review and refresh the narratives of why equality matters to us in our professional (and political) practices. We strive to have a coherent vision and set of values on equality and share this vision with your stakeholders. We set out our equality objectives to support us in delivering our purpose fairly and equitably.
2. **We seek to raise Consciousness** in our work: by increasing knowledge, understanding, awareness and empathy. We strive to improve our awareness of our privilege and possible complicity in maintaining discrimination and disadvantage.
3. **We are committed** to tackling inequality and disproportionality in all its forms.
4. **We strive to find the courage** to challenge the status-quo in perpetuating discrimination and inequality. We strive to act and influence the ways which can shift the balance of power and privilege in our work and build our courage by connecting and networking with the individuals, groups and organisations who are tackling discrimination, inequality and disproportionality.
5. **We seek Connectedness** with self-organised equality seeking groups and draw strength from being an ally by working in tackling discrimination that is direct, indirect and or inter-sectional.

6. **We prioritise Co-production** by developing leadership models which lead and empower others so that their contributions to achieve greater equitable outcomes for all our communities. We ensure there is accountability of everyone in the organisation to act consistently with achieving our organisational purpose and equity ambitions.

We strive for these values to be evident in all aspects of our organisation: governance, leadership, programmes, income generation and operations and processes.

Our Theory of Change explains how we will work strategically and collaboratively to achieve and demonstrate our strategic outcomes for children and young people in need. It provides a summary of the changes that will occur and provides the context for our programme development and delivery plans.

Starting with the problem statement, *“Children and young people living in challenging circumstances experience significant disproportionate disadvantage, including heightened isolation, lack of stability, compromised mental health, lower attainment and lack of opportunities and do not have equitable access to experience the social, educational and economic benefits of the arts, culture and creativity”*.

Our desired long-term goal is to inspire children and young people to harness the power of arts, creativity and culture for positive change, transforming their lives using creativity and culture as the tool for change.

This will result in children and young people feeling more confident and resilient; empowering them to influence decision making that affects their lives, speak out against injustice, and build aspirations that will shape successful futures.

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.

The Role

The job description for the role can be found below, which provides more detailed information about the main duties and responsibilities.

This is an exciting opportunity to support all areas of the organisation.

We offer hybrid working and would anticipate that this role will be in the office at least two days a week. The successful applicant may be required to be in the office more frequently when they first start in the role, to help with induction, training and to familiarise themselves with the organisation and our work and team.

JOB DESCRIPTION

Administrator

summary Details

Job Title:	Administrator
Salary:	£23,041 FTE plus contributory stakeholder pension
Hours:	Full time (35 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. We would anticipate the post-holder working from the office two days per week. The number of days may be higher during the first few months as the post-holder settles into their role.
Permanent/fixed:	Fixed term contract until 31 st March 2025
Responsible to:	Business Manager
Key Relationships:	Marketing & Communications 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 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 to provide high quality administration support to the organisation.

You will work closely with the wider team to help them get the most out of our systems and processes.

You will manage our office 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 TMC's Team's passion for what we do.

Key Roles and Responsibilities

Administration

- Supporting the sending of out-going contracts and grants; 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.
- Monitoring general email inboxes as allocated

Office management

- Provide a conducive working environment within the office ensuring day to day standards are maintained throughout the space.
- Manage post and deliveries that arrive at the office
- Manage the office and kitchen supplies, placing orders when things are needed
- Answering the office telephones
Assist the Business Manager with implementing Health and Safety in the workplace – ie, conduct risk assessments, arrange training, etc.

Recruitment

- Provide administration support and oversee the processes for recruitment of staff, trustees, consultants and artists, including the processing of application forms, arranging and supporting selection days/activities, supporting with candidate communications, DBS and reference checks as needed.

Fundraising

- Provide administration support for our individual and corporate giving campaigns, including research into potential donors, and acknowledging and recording information about donations received into our CRM.

Financial systems

- Assist the Business Manager with the monitoring of the finance@ inbox, including supporting with the processing of invoices and procurement cards.

Communications

- Support the delivery of a schedule of content for all charity social media channels (Twitter, Facebook, Instagram, YouTube, LinkedIn), monitoring and responding to any messages received.
- Managing incoming website form submissions for network sign ups, including logging them in the CRM and assigning follow up activity
- Coordinate the ongoing development of our image directory, including the creation and commission of images and videos.
- Managing permissions for any images and videos ensuring that these are maintained in line with GDPR.

CRM

- Creating and updating events on the CRM and FormAssembly.
- Provide support to the Impact & Data Manager with general data management and maintenance.

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.
- Excellent written and verbal communication skills
- 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.
- Experience of using multiple social media tools

Desirable

- Experience of supporting fundraising campaigns
- Experience of coordinating relationships with donors, supporters and beneficiaries
- Experience of using an e-marketing system, such as Mail Chimp
- Experience of using a CRM database (we use Salesforce)

If you want to get a feel for what we're up to, you can also find us on



@MightyCreatives and on

