



## JOB DESCRIPTION & PERSON SPECIFICATION

# Inclusion Manager

Full Time or 0.8

The Old Fire Station on George Street opened in November 2011 and houses two separate organisations – **Arts at the Old Fire Station**, (a professional arts centre offering performance and rehearsal spaces, a gallery, artists' studios, and a shop) and **Crisis Skylight Oxford** (a centre offering free education, training and support to people who are homeless or at risk of becoming homeless).

Arts at the Old Fire Station believes art is for everyone. Everyone has potential.

### What do we do?

The Old Fire Station is a public arts centre

- presenting new work across art forms
- supporting artists
- including people facing tough times

### How do we do it?

We do this by focussing on:

- good quality relationships
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all

Essential to delivering our shared mission is the participation of Crisis members (homeless people using Crisis' services) in our work.

**The Inclusion Manager will help us become more inclusive of people facing tough times; help us learn from our work about what supports positive change, and influence the work and practice of others.**

### Organisational Relationship and Accountability:

Line managed by: Deputy Director

Works closely with: Director, all members of the paid team, volunteers, trainees, and colleagues at Crisis, particularly the Crisis Arts Coordinator, Volunteer Coordinator and Progression team.

Line Manages: Volunteer Mentor and supports new volunteer engagement

Budget Responsibility: Participative Project Budgets, up to 50K

**Salary - £25,000 to £27,000 (depending on experience) – full time equivalent**

## **Key purpose**

**Inclusion:** Lead on managing and increasing involvement of Crisis members, volunteers and others facing tough times in the life of the arts centre at all levels.

**Learning:** Lead the process of monitoring our activity and learning from it – primarily via our Storytelling approach (we evaluate using stories and experiences as well as numbers, based on Most Significant Change methodology).

**Influencing:** Support the Director in finding ways to effectively disseminate our learning and influence others.

**Development:** Help the organisation determine what we need to do to learn and develop and what this role could contribute to that process.

## **Main duties and responsibilities**

### **Inclusion**

- Develop relationships with and be a key point of contact for Crisis Members
- Lead the development and delivery of the Arts Training Scheme for Crisis Members
- Support the project management of artistic collaborations with Crisis and develop our co-creation model
- Work with Crisis staff (and other relevant organisations) to review the opportunities available for vulnerable adults through the arts centre and increase understanding and engagement with our work.
- Ensure safeguarding issues are properly considered. Develop and refine safeguarding policy and practice in collaboration with colleagues from Crisis and in line with the values of AOFS
- Work closely with colleagues from AOFS and Crisis to engage Crisis members in our public arts offer (e.g. taking up free tickets for shows).
- Lead on developing and facilitating methods for the ongoing involvement of Crisis members, volunteers and others facing tough times in decision making processes (eg Board Sub Groups and selecting the performing and visual arts programmes)
- Work with Crisis and the Programming Team to increase participation in theatre, visual arts, public workshops and art projects by people facing tough times
  - Recruit and support volunteers and seek to widen the diversity of volunteers and volunteer opportunities
  - Line manage the member of staff involved as Volunteer Mentor
  - Support the FOH Manager who has overall responsibility for all volunteers once recruited

### **Learning**

- Ensure accurate monitoring of all activity involving people facing tough times, volunteers and artists takes place. Provide data as required for internal and external reporting.
- Lead the Storytelling process – looking for creative ways of deepening and extending it.
- Support staff and artists working with us to increase confidence and skills in working with vulnerable adults, including identifying training opportunities for staff and artists

### **Influencing**

- Create resources to share our Storytelling evaluation methodology with others
- Liaise with other organisations to share our practice around inclusion and evaluation, and learn from them
- Support the Director in finding ways to effectively disseminate our learning and influence the practice of others.

### **Development**

- With the team, reflect on the role and help determine how it should develop in the long term, accepting that the role will need to change as the organisation develops its thinking and practice.

**General:**

- Arts at the Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at significant points for the organisation.
- The post-holder will be expected to carry out the duties of this post in accordance with Arts at the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations.
- The post holder will have input into policy matters, strategies and business and artistic planning, as part of the partnership with Crisis Skylight and in line with the overall policy on inclusive and consultative practice.
- We are a small team, and all staff are expected to support work across the organisation in a practical way, not just in their own area of expertise.

**CONDITIONS OF SERVICE**

- 37 hours per week is worked ( or 29.5 hours at 0.8). It will involve occasional evening and week-end work.
- The post is subject to a six month probationary period.
- There is an annual leave entitlement of 25 days pro rata plus Bank Holidays, some days to be taken at specified times during the year.
- A No Smoking policy is in operation and neither smoking or vaping is permitted in the workplace.
- There is a once a month all staff meeting on the first Wednesday of the month.
- Work-related travelling expenses will be payable in line with the relevant conditions and rates agreed.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge And Experience</b>	Excellent proficiency with databases and Office systems – Word, Excel, Outlook	Google Drive & Calendar
	Working with Vulnerable Adults/people with complex needs	Experience of training others
	Project Management	Experience of working in an arts environment
	Adapting/creating monitoring & evaluation processes	Working in small team
	Data collection, filtration and manipulation	Budget Management
	Improving organisational systems Working with volunteers	
<b>Skills</b>	Excellent communication (verbal and written)	
	Excellent administration	
	Excellent organisation	
	The ability to work under pressure, multi-task, use initiative and work to strict deadlines	
<b>Personal qualities</b>	Strong interpersonal skills and making others feel at ease - ability to work with vulnerable people facing tough times as well as artists	
	A desire to provide the best level of service to everybody	
	An eye for detail	
	Emotional intelligence	
	A willingness to undertake appropriate training	
	Energy and enthusiasm to develop a role in a small, evolving team	
	Passion for the arts and an understanding of their inherent value in society	
	Ability to handle personal and emotional challenges in relation to vulnerable people – resilience, handling conflict, drawing lines between personal and professional	
	Ability and willingness to advocate confidently on behalf of the organisation	

To apply please fill in the application form and send to [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk)

Please state INCLUSION MANAGER in the subject line of the email.

Deadline for applications: 10am **Friday 17<sup>th</sup> May**. Interview date: **Thursday 23<sup>rd</sup> May 2019**.