



JOB DESCRIPTION & PERSON SPECIFICATION

Inclusion Administrator: Story Telling Project

(30 hours a week)

The Old Fire Station is a centre for creativity in Oxford housing two organisations: the homelessness charity Crisis and Arts at the Old Fire Station (AOFS). We share our building.

AOFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

At AOFS, we

- produce and present across art forms
- help people to be creative
- support artists
- include people facing tough times because of disadvantage
- work with communities across Oxford

In everything we do, we consider

- facing the climate emergency
- unlearning discrimination
- being human friendly
- experimenting and listening
- building financial resilience

We do this by

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

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

Over the past few years, we have developed an approach to evaluation which uses storytelling. It involves the collection of stories of significant change from people we work with, and the participatory interpretation of these stories. Recently we have adapted the approach to work with partners to collect, analyse and amplify

stories in a variety of ways. This is leading to opportunities to discover new partners, develop more creative projects, offer training and consultancy support to others and, crucially, to develop our work with communities across Oxford. This new post will help develop this area of work

Organisational Relationship and Accountability

Line managed by: Inclusion Manager

Works closely with: Arts at the Old Fire Station and Crisis colleagues.

Salary - £21,000 = for 30 hours a week £16,800

Budget Responsibility: None

Main duties and responsibilities

Key purpose

Working closely with AOFS Inclusion Manager to co-ordinate the development and delivery of our work around storytelling.

Delivery of storytelling evaluation

Work closely with the Inclusion Manager in the development and delivery of storytelling evaluation projects, both within AOFS projects and those of external partners.

- Work closely with the Inclusion Manager to recruit, support and train volunteer story collectors.
- Have briefing calls with storytellers on what the storytelling process entails, collect consent forms, offer support post and prior to the storytelling session.
- Oversee the transcription and editing of stories with freelance staff.
- Logistical planning and organising of Discussions Sessions (meetings which bring together people with a range of different perspectives and experiences to read the stories and discuss the learning).
- Help to finalise and proof stories and reports.
- Support the development and delivery of new storytelling initiatives
- Support the creative dissemination of stories (e.g. commissioning artists to create short films, a theatre performance etc.).
- General administrative and logistical support.

External training and consultancy

Work closely with the Inclusion Manager to develop and deliver storytelling training and consultancy with external groups and organisations:

- Delivery of workshops and training in close collaboration with the Inclusion Manager.
- Lead on logistical planning of training, workshops and sessions (e.g. scheduling sessions, managing sign-up and attendance, sending participants materials in advance).
- Support with the technical delivery of workshops, whether in person or on Zoom.
- Support with the commercial development and marketing of our storytelling training and consultancy offers
- Raising invoices and tracking expenditure under the supervision of the Inclusion Manager
- Wider administration and support as required

General

1. As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace.
2. We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation
3. We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work.
4. All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme
5. 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 fully comprehensive or restrictive. This job description will be reviewed with the post holder annually.
6. The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations.
7. The post holder will have input into artistic and business planning and strategies, as part of an inclusive practice,
8. 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.
9. This is a new post and there will be opportunities to develop this role.

Conditions of service

1. Hours per week: 30
2. Occasional evening and/or week end work may be required
3. The post is subject to a six-month probationary period.
4. There is an annual leave allowance of 25 days (pro rata) plus Bank Holidays, some days need to be taken at specified times during the year.
5. Additional work-related travel expenses (not including travel to and from the office) will be payable in line with the relevant conditions and rates agreed.
6. There is flexibility in the role for a mix of working from home and in the office or other venues if required. We currently follow government guidance to create a covid-safe workplace and enable staff to work from home if their role allows it.

What we are looking for

Essential – If you have most or all of these, please apply.

- Excellent proficiency with databases and Office systems – Word, Excel, Outlook
- Experience of training others
- Excellent communication (verbal and written)
- Excellent administration
- Excellent organisation
- The ability to work under pressure, multi-task, use initiative and work to strict deadlines
- 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
- An interest in creative evaluation processes

Desirable – if you don't have all (or any) of these, don't worry. We can teach you or help you gain experience.

- Working in small team
- Working with Vulnerable Adults/people with complex needs
- Experience of working on community arts or community development projects
- Experience with qualitative monitoring and evaluation processes
- Interest in creativity and the arts

We welcome and encourage applications from individuals without formal education and/or who identify as:

- D/deaf and/or disabled
- Neurodiverse
- Working-class, benefit class, underclass
- LGBTQ+
- Global majority* and/or migrant

*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage

Application Deadline is: Monday 25th January 2021.

Interviews by Zoom: Monday 1st February 2021.

Please e-mail recruitment@oldfirestation.org.uk with a covering letter and a CV and the equal opportunities monitoring form

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How To Apply:

Please e-mail recruitment@oldfirestation.org.uk with a covering letter and a CV. Please also take time to fill in the [demographics monitoring form](#).

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could fill in the demographics monitoring form on the website. This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination (ie. Rascism, disability or class among others)

Have some questions?

There is more information on the website including a video on-line with Sarah talking about the Story Telling Project and the role.

Sarah Cassidy; Inclusion Manager sarah.cassidy@oldfirestation.org.uk and Becca Vallins Deputy Director becca.vallins@oldfirestation.org.uk are available if you want to discuss the role before applying. We are back in the office from the 4th January 2021. You can e-mail your question to us, or ask us to give you a call.

What to include in your covering letter:

Here are some questions that might help you with your covering letter:

- Let us know what attracted you to the job. Was it the organisation, or the role itself or some combination of factors?
- Let us know how your interests, knowledge and skills match the job description and person specification
- If you have been on a course, had some formal education or training that you think is relevant to the post, let us know about it.
- Your CV will cover your work and/or voluntary experience, but it can be helpful in the covering letter to show how you think these experiences would be useful in this role.

If you are invited to interview you will be asked for the following information at this stage:

Two references

Details of any convictions of a criminal offence other than a spent conviction

How we can help you to feel comfortable at interview (for example do you need level entry to the interview room, prefer a particular pronoun).