

## Arts Coordinator, Merseyside, September 2021 – Job Pack

- Job title:** Arts Coordinator
- Department:** Client Services
- Reporting to:** Learning Manager
- Salary:** £28,309 (£35,386 full time equivalent) per annum
- Hours:** 28 per week
- Location:** Based in Liverpool with some regional travel
- Contract type:** One-year fixed term contract

### Aim and influence

- Develop, deliver and maintain an engaging and varied arts programme (performing, creative and visual) for Crisis Skylight Merseyside clients
- Deliver up to 8 hours of activity per week to groups of learners, in your specialist areas
- Plan and resource (materials, sessional tutors, etc.) approximately 24 further hours of activity per week, in a variety of artistic disciplines
- Ensure members are monitored utilising a case management approach to ensure learning helps to develop the confidence, self-esteem and skills of homeless and vulnerably housed individuals. The aim being, that they develop skills they need to leave homelessness for good.
- To ensure that there are pathways out of CSM's learning programme and into community and further provision

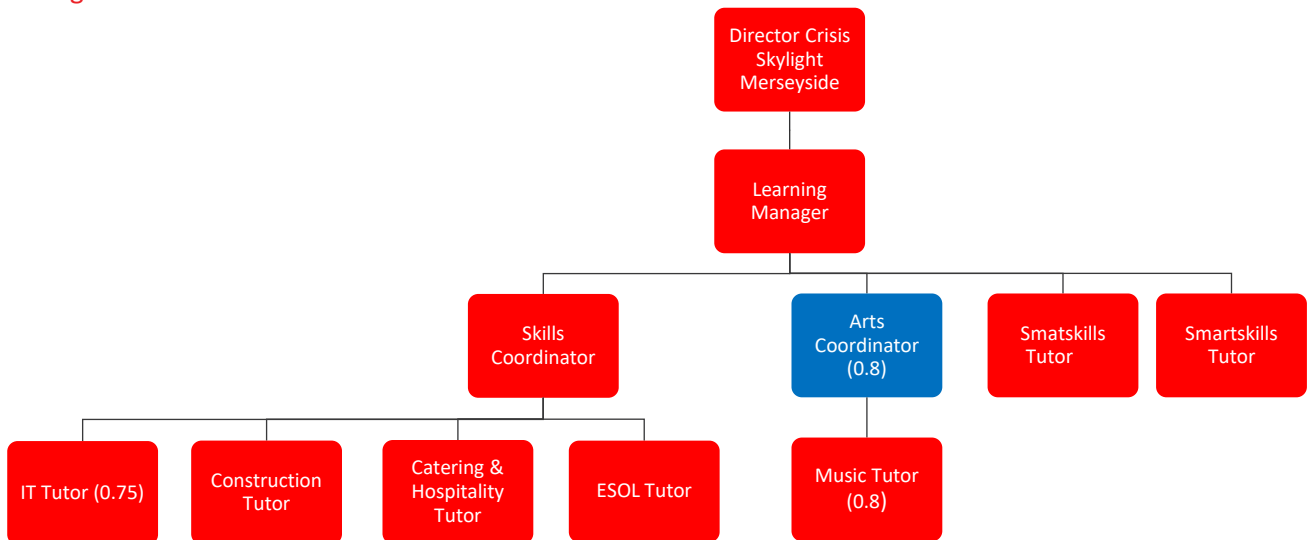
### Financial and supervisory responsibility

- Line management responsibility of the arts tutors
- Supervision of volunteers where appropriate
- Delegated responsibility for day-to-day management of a budget for materials, venue hire and other purchases related to the delivery of services and reporting on this to the Skylight Learning Manager.

### Other key details

- Based in Liverpool with services delivered on an outreach basis across Merseyside and so access to own transport is essential
- Some evening and weekend work will be required and time off in lieu will be given in accordance with Crisis TOIL policy.
- The role involves working with vulnerable adults and young people and so a satisfactory enhanced disclosure from the Disclosure and Barring Service is required

### Organisational chart



*Please note structure is subject to change*

### Job responsibilities

- Develop a varied person-centred arts programme in consultation with the Learning Manager, members and partner organisations
- Use specialist skills to develop the core arts programme
- Ensure delivery of the agreed programme of activities and take responsibility for ensuring high quality teaching and learning and efficiency of the service
- Participate in the continual improvement of resources, learning environments and delivery of effective teaching methods and styles
- Develop and share teaching and learning materials with the team and with other Skylight centres
- Make hiring and cost recommendations for the arts programme. Budget for facilities usage, materials, equipment and sessional tutors as needed.
- Manage, support & co-ordinate sessional tutors and volunteers for arts activities
- Build and maintain good working relationships with a range of educational establishments, freelance practitioners, skilled technicians, voluntary and private organisations
- Promote Crisis Skylight Merseyside and the benefits of engagement and learning to a variety of audiences including potential members, volunteers, funders, other service providers, statutory agencies and the local community
- Encourage and support member involvement within Skylight and ensure the successful delivery of all relevant aspects of the member involvement strategy, such as member forums
- Ensure that any safeguarding concerns are identified and reported in line with Crisis' procedures

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- Ensure that members, for whom you, or staff within your team, are the lead worker:
  - Have initial Outcome Star assessments, that identify areas in which members think they need support, and where this will come from.
  - Have timely linked support plans developed with them.
  - Have regular reviews of both outcome stars and support plans
  - Are referred as required to Crisis or other support, and checks are undertaken to ensure that support services are accessed
  - Are asked about their housing status initially and that this is checked periodically, with any changes recorded in a timely manner when informed by members.
  - Ensure that all assessments, plans, reviews, progress and updates are recorded in a timely manner on the Member Achievement and Progress System (MAPS)
  - Ensure the smooth hand over of members to an alternative lead worker if, and when, appropriate
  - Ensure the activities are evaluated under Crisis guidelines

### General responsibilities

- Actively encourage and support member involvement within Crisis
- Develop and maintain an understanding of Crisis work and the needs and circumstances of homeless people
- Comply with Crisis policies and procedures, including Health and Safety and safeguarding policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health and Safety at Work Act
- Carry out any other duties that may reasonably be required in the light of the main purpose of the job

### Person Specification

#### Essential

- 1 Demonstrable ability to develop, deliver and maintain an engaging and varied arts programme (e.g. dance, acting, music, crafts, painting etc.) and either hold or is willing to work towards a practical teaching qualification
- 2 Understanding of the impacts of homelessness on individuals' wider lives, and the importance of ensuring regular reviews of members' housing status are undertaken, to ensure timely referrals to support are made to help individuals end their homelessness.
- 3 Demonstrable experience of ensuring learning services enhance individual's progression toward their wider goals.
- 4 Experience of agreeing and reviewing objectives, using individual support plans and the ability to use the Outcome Star, and support others to use these tools and approaches.

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- 5 Experience of keeping clear, timely, accurate case management records and the ability to support and supervise your direct reports' use of the MAPS case management system
- 6 Ability to manage and support tutors (who work remotely) as well as supervising volunteers
- 7 Good communication (written and verbal) and presentation skills
- 8 Self-motivated with the ability to prioritise and manage time effectively
- 9 Ability to work on your own and as part of a team, together with a willingness to reflect upon and develop your own practice
- 10 Sound knowledge of health and safety issues and safeguarding procedures to ensure a safe environment is provided for members, staff, volunteers, supporters and visitors including the ability to identify, manage and minimise potential conflict situations
- 11 Commitment to Crisis' purpose and values including equality and social inclusion
- 12 Access to own transport with ability to travel throughout Merseyside

### Desirable

1. Knowledge of arts qualifications up to level 2 and the quality standards expected for the successful delivery of accredited arts activities

*We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.*

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

### The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

### Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

### What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

### How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the [Crisis Values](#) that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

### If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

### Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

**Will you notify me of future vacancies?**

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

**I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?**

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

**I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?**

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

**I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?**

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

**Where can I get help?**

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.