

## Creative Lead

### Job Information Pack

Thank you for your interest in applying to work with Impact Arts.

This pack outlines:

- Summary of Job Information
- The application process
- Who we are
- Further detailed information about the role of Creative Lead
- The benefits of working with Impact Arts

### Summary of Job Information

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Creative Lead   |
| <b>Salary</b>               | £24,558 - £26,500 per annum (£14,734.80 - £15,900 pro rata for 22.5 hours per week)<br><br>Please note, it is Impact Arts' policy to start new staff at the lower end of the salary scale |
| <b>Location</b>             | Paisley, Renfrewshire   |
| <b>Travel</b>               | May be required between Impact Arts projects  |
| <b>Reporting to</b>         | Programme Manager   |
| <b>Responsible for</b>      | N/A   |
| <b>Duration of contract</b> | Fixed term contract until 31 <sup>st</sup> March 2024   |
| <b>Working Hours</b>        | 22.5 hours per week over 3 days: Specific days TBC between 9am – 5pm  |
| <b>Closing Date</b>         | Monday 4 <sup>th</sup> December 2023 at 9am   |
| <b>Interview Dates</b>      | We will aim to hold interviews on 7 <sup>th</sup> / 8 <sup>th</sup> / 11 <sup>th</sup> Dec<br>The exact date will be confirmed in due course.   |
| <b>Expected Start Date</b>  | 5 <sup>th</sup> January 2024  |



Impact Arts are happy to discuss any flexible working requests.

#### Glasgow & The West

Impact Arts  
105 Brunswick Street,  
Glasgow G1 1TF

T: 0141 575 3001

#### South West Scotland

60 Bank Street  
Irvine,  
North Ayrshire, KA12 0LP  
T: 01294 273 051

mail@impactarts.co.uk  
impactarts.co.uk facebook.  
com/impactartsofficial  
twitter.com/impact\_arts



## The Application Process

Please click this link to download an application form: [Impact Arts application form](#)

An equality and diversity monitoring form is also available on our website. Completion of this is encouraged but is voluntary. All data collected is confidential and will only be used for monitoring purposes.

Please be as specific as possible in your answers, as shortlisting will be based on the information you supply. CVs will not be considered.

The deadline for applications is **Monday 4<sup>th</sup> December at 9am**. Please submit completed applications to [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) by this deadline.

If you are invited to interview, we will liaise with you to arrange a time that suits and endeavour to accommodate any other work or caring responsibilities you may have.

We will share interview questions in advance and confirm who will be interviewing you.

If you have any queries or would like to discuss the role in more detail, please contact [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) or call 0141 575 3001.

## Reasonable Adjustments

In all of our work, Impact Arts aims to tackle the inequalities that exist in Scotland and to ensure everyone has equal opportunity. We encourage all applications for this post, and welcome all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status.

We want to make sure that recruitment processes are not barriers for applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to share your skills and relevant experience), please get in touch with [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk) or 0141 575 3001.

If you are successful and offered a job, we will also discuss ongoing reasonable adjustments before you start work.

### Glasgow & The West

Impact Arts  
105 Brunswick Street,  
Glasgow G1 1TF  
T: 0141 575 3001

### South West Scotland

60 Bank Street  
Irvine,  
North Ayrshire, KA12 0LP  
T: 01294 273 051

[mail@impactarts.co.uk](mailto:mail@impactarts.co.uk)  
[impactarts.co.uk](http://impactarts.co.uk) [facebook.](#)  
[com/impactartsofficial](http://com/impactartsofficial)  
[twitter.com/impact\\_arts](https://twitter.com/impact_arts)



## Who we are

Established in 1994, Impact Arts is an innovative Scottish arts charity tackling inequalities in a diverse range of communities through unique creative engagement techniques, including painting, drawing, printmaking, sculpture, photography, filmmaking, animation, and music.

Impact Arts specialises in using creative engagement to address the challenges of poverty, improve health and as a way to excite, involve and deliver meaningful impacts for each member of the communities we work in. The common challenge faced by all is that of poverty and its side effects, particularly poor mental health and life chances.

It is our mission to tackle inequalities in Scotland through creative engagement and we envisage a Scotland where everybody believes in the power of creativity to transform lives.

In 2020/2021 over 7,000 people actively engaged with Impact Arts in creative activity and over 3,000 workshop sessions were delivered. You can learn more about [Our Impact](#) here.

To achieve our aim of tackling inequalities through creative engagement, Impact Arts offers a number of services, including those working with young people, children, older people and communities. For further information on [What We Do](#) please visit our website.

Impact Arts aim to attract and retain the best possible people to work with us to realise our vision for a Scotland where everyone values and benefits from the power of creativity to transform lives and our mission to tackle inequalities in Scotland through creative engagement.

We have over 50 staff and 80 sessional artists working on services across Central Scotland with our Head Office in Glasgow City Centre as well as a permanent base in Irvine, North Ayrshire, and services currently offered in Edinburgh, North Lanarkshire, Renfrewshire, West Dunbartonshire, Falkirk and East Ayrshire.

As a compassionate organisation we care about our staff and have a range of employee benefits that make Impact Arts a great place to work. More information about the [benefits of working with us](#) can be found on our website.

We work with multiple partners and funders all with a strong shared ethos that #artchangeslives. We are supported on an annual basis by over 40 funders including Scottish Government, CashBack for Communities, Creative Scotland, National Lottery Community Fund, multiple local authorities, as well as a range of other foundations and trusts such as the Corra Foundation and Robertson Trust.

### Glasgow & The West

Impact Arts  
105 Brunswick Street,  
Glasgow G1 1TF

T: 0141 575 3001

### South West Scotland

60 Bank Street  
Irvine,  
North Ayrshire, KA12 0LP  
T: 01294 273 051

[mail@impactarts.co.uk](mailto:mail@impactarts.co.uk)  
[impactarts.co.uk](http://impactarts.co.uk) [facebook.com/impactartsofficial](#)  
[twitter.com/impact\\_arts](https://twitter.com/impact_arts)

## Our Values

### Inclusive

We are non-judgmental and embrace diversity

### Creative

We are artists, makers, thinkers and innovators

### Kind

We are compassionate, caring and person-centered

### Brave

We are bold and ambitious and embrace challenges

### Fun!

We love to play and bring joy to people's lives

## Detailed information about the Role of Creative Lead

### Background to the position

Impact Arts are seeking an experienced arts tutor to deliver a fun, creative employability programme taking place 2 days a week for 12 weeks for young people aged 16-24, focusing on improving health and wellbeing, developing soft skills and addressing other potential initial barriers to progressing to employment. What makes the programme different is our use of creativity and the arts, embedded in everything we do, with young people able start at any time. This could include, for example, painting, drawing, printmaking, sculpture, photography, filmmaking, crafts, creative writing or poetry. Through the programme's unique creative approach, individuals will move closer towards employment, further education, or other more advanced vocational training and skills programmes, in a supportive and welcoming environment.

During the 12 week project each participant will receive intensive engagement and training support from a dedicated Creative Lead Tutor and Pastoral Support Worker enabling individuals to advance their practical and interpersonal skills whilst developing key creative skills.

All participants will be provided with one-to-one support with progression planning such as CV writing, self-employment guidance where applicable, as well as job searching/matching.

### Glasgow & The West

Impact Arts  
105 Brunswick Street,  
Glasgow G1 1TF

T: 0141 575 3001

### South West Scotland

60 Bank Street  
Irvine,  
North Ayrshire, KA12 0LP  
T: 01294 273 051

[mail@impactarts.co.uk](mailto:mail@impactarts.co.uk)  
[impactarts.co.uk](http://impactarts.co.uk) [facebook.](#)  
[com/impactartsofficial](http://com/impactartsofficial)  
[twitter.com/impact\\_arts](https://twitter.com/impact_arts)

## Your Role

### Purpose

To support young people attending our programmes to achieve their outcomes and to progress on to further education, training or employment.

To lead on continuous improvements of programmes, ensuring high quality social outcomes and meeting stakeholders' expectations

### Main Responsibilities:

- Planning and delivering an engaging creative, community based employability programme which will allow participants to develop confidence and skills aligned to key employment sectors
- Building local opportunities and community connections to increase visibility and opportunities for our participants
- Delivering a quality artistic process and content
- Ownership of materials and equipment ordering and asset tracking
- Creation/vision and planning of showcase content
- Maintaining participant interest and attendance via exciting and innovative work
- Sharing the project story via internal and external communications
- Ensuring all paperwork is complete, compliant and in line with funder guidelines
- Regular reporting to Programme Manager
- Responsible for delivering project outcomes and targets
- Day to Day admin – registers/participant evaluation /project evaluation/case studies
- Documenting process and work

#### Glasgow & The West

Impact Arts  
105 Brunswick Street,  
Glasgow G1 1TF

T: 0141 575 3001

#### South West Scotland

60 Bank Street  
Irvine,  
North Ayrshire, KA12 0LP  
T: 01294 273 051

[mail@impactarts.co.uk](mailto:mail@impactarts.co.uk)  
[impactarts.co.uk](http://impactarts.co.uk) [facebook.](#)  
[com/impactartsofficial](http://com/impactartsofficial)  
[twitter.com/impact\\_arts](https://twitter.com/impact_arts)



## Person Specification:

Impact Arts is looking for people with the following qualities, experience, knowledge and competencies.

### Qualifications and Experience

SCQF level 9 in a relevant arts discipline

Relevant qualifications/experience with a specific creative/technical industry is desirable

At least 2 years' experience in delivering creative activity in diverse community settings

### Technical Skills and Knowledge

Competent IT skills including MS Word, Excel, PowerPoint and Outlook

Good time management skills and ability to meet deadlines

Ability to manage budgets

### Personal Skills and Qualities

Excellent interpersonal skills

Approachable and empathetic manner

Energy and commitment

Imaginative

Excellent communication skills

Excellent self-management, organisational and planning skills

Good time management skills and ability to meet deadlines

Self-motivated and able to work on own initiative, analysing and solving problems

Strong team player, allowing everyone to play to strengths

Ability to generate new ideas to develop the project

### Disclosure Scotland

Successful candidates will be required to join the PVG scheme or to apply for a PVG update / undergo a Basic Disclosure check.

The cost of this will be covered by Impact Arts.

#### Glasgow & The West

Impact Arts  
105 Brunswick Street,  
Glasgow G1 1TF

T: 0141 575 3001

#### South West Scotland

60 Bank Street  
Irvine,  
North Ayrshire, KA12 0LP  
T: 01294 273 051

[mail@impactarts.co.uk](mailto:mail@impactarts.co.uk)  
[impactarts.co.uk](http://impactarts.co.uk) [facebook.com/impactartsofficial](#)  
[twitter.com/impact\\_arts](https://twitter.com/impact_arts)