



hoot
creative arts



**join the
team**

Project Manager
Programming & Quality
Out of the Blue (OOB) Project



**Being creative
makes you feel good**

www.hootcreativearts.co.uk



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Inclusion, Diversity, Equity
and Equality in the Arts

Hello!



We are pleased that you are interested in joining the team here at **hoot creative arts**.

hoot is an arts and mental health charity based in the town centre of Huddersfield, West Yorkshire. We deliver a range of creative activities that support people to take care of their mental health and wellbeing and discover how being creative makes us feel good.

Our delivery is co-produced with a range of groups and settings:

- Adult Mental Health services
- People living with dementia and their carer
- Adults with learning disabilities
- Children and young people using mental health services
- Specialist custodial settings
- Workplace wellbeing
- Older people's care homes
- End of life services
- Safe and secure digital platforms

hoot is an Arts Council England National Portfolio Organisation (NPO) we are commissioned jointly by Kirklees Council and the NHS to provide a creative arts programme within the adult mental health service across Kirklees. We were the Health and Wellbeing lead for Kirklees Year of Music 2023.



Music made by attendees of our commissioned programme's activities

"I am so glad i have found hoot as I have grown so much from coming to activities and getting the support from the staff"

Out of the Blue participant

hoot's history

hoot creative arts was founded in 2002 by two artists with a passion for music and dance and an inkling from their own lives that being creative might help maintain mental health and emotional wellbeing. Little did they know that **hoot** was part of a growing body of national and international practice and research that would see attitudes to Creative Health change radically over the next 20 years.

They called themselves **hoot**, because they had a laugh and made plenty of noise. 20 years on and **hoot's** weekly activities span Kirklees and as far beyond as Durham and Torquay.

hoot today

hoot is now led by CEO Gavin Clayton who was closely involved in establishing the national infrastructure and evidence base supporting Creative Health. The **hoot** team is made up of 13 staff members (8.7 FT equivalent) plus freelance artists, many of whom have been here for 10+ years with a wealth of experience in the sector.

Application Information



Please download and complete the [Application Form](#) and [Equal Opportunities Form](#). Send these to: **info@hootcreativearts.co.uk** with subject line: **“Project Manager Out of the Blue application”** no later than the closing date and time.

For any queries please email: **info@hootcreativearts.co.uk** and we will forward to the appropriate member of the Senior Leadership Team (SLT - Gavin or Lailla)

Application Deadline: Monday 18th November 2024 at 12.00 midday.

Note: Unfortunately, we will not accept applications submitted after this deadline. We regret that we are unable to provide feedback to candidates who are not shortlisted.

Interviews: Interviews are scheduled for week commencing 9th December 2024.

Target start date: The successful candidate is expected to commence their role in January 2025.

Job title	Project Manager: Programming & Quality – Out of the Blue (OOB)
Contract	Part time, Fixed-Term to 31st March 2029 (with potential 2 year extension subject to funding)
Salary	Competitive salary, commensurate with experience SO1 point 23 £32,076 (pro rata £12,830.40) to SO1 point 25, £33,945 (pro rata £13,578)
Hours	Part-time, 14.8 hours (2 days per week)
Location	Our primary location is Bates Mill, Milford Street, Huddersfield, HD1 3DX, with possible travel required to other areas in Kirklees. Hybrid/Agile working policy applies to this post and is to be agreed through discussion of project priorities.
Reports to	Senior Leadership Team and Commissioners

<p>Staff responsible for</p>	<p>hoot In-House Artists x2</p>
<p>Benefits</p>	<ul style="list-style-type: none"> • Holiday entitlement dependent on contracted days pro rata • 5% Employer contribution to a workplace pension scheme • Regular supervision and appraisal with line manager • Flexible working arrangements • Work based IT equipment provided (Windows or Apple) <p>Workplace Wellbeing</p> <ul style="list-style-type: none"> • Health Cash Plan - Westfield Health • Confidential Employee Assistance via West Yorkshire Staff Mental Health and Wellbeing Hub

Safeguarding Statement and Pre-Employment Checks

At **hoot creative arts**, we work with people of all ages at risk and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, will include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK
- A satisfactory Disclosure and Barring Service (DBS) check

About Out of the Blue

Out of the Blue (OOB) is the 'Creative Arts, Mental Health and Wellbeing Service' funded by Kirklees Council and the NHS West Yorkshire Integrated Care Board (ICB).

The project offers free creative activities for Kirklees residents who are aged 18 or over and who want to protect their mental health and wellbeing, or are experiencing issues with their mental health. A diagnosis is not needed to sign up.

Out of the Blue offers creative group activities across Kirklees and online. No prior artistic experience or special materials are needed as all activities are run by experienced community artists, musicians & writers.

To read previous annual and quarterly reports from Out of the Blue please [click here](#)

Job Purpose Out Of the Blue - Project Manager (Programming & Quality)

To provide strategic leadership and direction in the planning, development, and implementation of the Out of the Blue (OOB) service, ensuring alignment with **hoot's** organisational goals, (Values, Mission, Vision) and Outputs within the tender contract. Collaborate with the Project Manager (Operational) to ensure cohesive delivery of the Out of the Blue service.

Key Responsibilities

1. Planning Well Ahead:

- Lead the programming of the creative activity (online & in-person) timetable, producing advance plans for workshop artform, identifying key artistic themes, processes & aims and marketing purposes (minimum 4-week lead in time to the day of delivery).

2. Financial Management:

- Budget management, with Project Manager (Operational), with support from the Senior Leadership Team (SLT).

3. Resource Development:

- Support income generation / growth to augment the commissioned service (OOB) with Project Manager (Operational) and Senior Leadership Team.
- Ensure that in-house artist and freelance artists are deployed across the programme, maintaining high artistic standards and that they all deliver high quality 'session plans' at least 4 weeks (ideally 6) ahead of delivery start date.

4. Communications:

- Manage the promotion and publicising of the service to relevant stakeholders, working alongside the Communications Team with content available for them as an absolute minimum 4 weeks (preferably 6) ahead of delivery date.
- Work with **hoot**'s Communications Team, in-house artist team and others where appropriate to curate and showcase participants' work online and at outside venues or partnerships.

5. Collaboration:

- You will work closely with the Project Manager (Operational) and all members of the Out of the Blue project team.

Specific Duties:

- Utilise in-house artist knowledge and KPI performance alongside wider Creative Health practice to inform programming decisions.
- Increase awareness of OOB across networks and strategic partners locally & where possible regionally, nationally and internationally (with Senior Leadership Team).
- Enable OOB team and other staff within **hoot** to contribute to development opportunities and fundraising tasks when necessary.
- Lead on outreach offers and respond to appropriate opportunities to deliver in new settings and partnerships in line with **hoot**'s Inclusion, Diversity, Equity and Equality in the Arts (IDEEA).
- Alongside Project Manager (Operational) as lead, to collate stats and produce reports for commissioners, Arts Council England National Portfolio Organisation, and other stakeholders.

Other:

- Work across North and South Kirklees as required by the service.
- Adhere to **hoot**'s policies and procedures framework, including Equality & Diversity, Safeguarding, professional boundaries, Health & Safety, and Data Protection.
- Contribute to the organisation's commitment to action on Equality and Diversity through **hoot**'s Inclusion, Diversity, Equity and Equality in the Arts (IDEEA).
- Attend team meetings, participate fully in discussions, and contribute to agenda-guided debates.
- Take responsibility for ongoing Creative and Professional development needs and attend supervision/appraisal sessions as agreed.
- Undertake any other tasks required in support of the organisation's aims and objectives.

Joint Purpose

Alongside existing Project Manager (Operational)

To lead, implement & monitor the effective delivery of the 'Adult Mental Health Community Options Service – Creative Arts' contract that is reflective & co-productive and underpinned by trauma informed and relational practice. (NB. You will need to be familiar with commissioning contract, service specification and **hoot's** tender application submitted)

- To work with OOB Team to ensure a varied and high-quality creative offer is provided.
- To lead and ensure excellent communication pathways within OOB project team and across the rest of **hoot** to ensure the best co-productive practices and links with other workstreams.
- Responsible for efficient and timely budget and fiscal management of service with support from Senior Leadership Team (SLT).
- To work across the whole organisation and consider the transition points between workstreams (e.g. Adult to Learning Difficulties, Adult to Creative Ageing – older people) and devise clear systems for managing these changes for participants and referrers.
- Oversee all stages of the project life cycle including managing each touchpoint in co-producing, creating, developing, fundraising, testing, sustaining, and decommissioning project elements.
- Drive process improvement and oversee change management through data-driven decisions. Data will include that gathered from delivery and desk research of demographic, public health observatories and exemplar practice.
- Drive forward implementation plans (eg, Year Planners / GANTT Charts or other high level project management tools such as Planner) and coordinating across teams – working closely with Communications Team, Participation & Progression Co-ordinator, Admin Officer and Senior Leadership Team.
- Evidence and refine participant journeys that deliver excellent co-produced experience, ensuring it is culturally competent, engaging, inclusive, and accessible. Develop, implement and communicate the co production strategy for Out of the Blue service with all **hoot** staff and the Working Together Better partnership (WTB).
- Responsible for maximising participant numbers and outcomes, raising awareness of our project and how it can best be utilised by our referrers, stakeholders and/or funders to meet their objectives.

Joint Purpose

Alongside existing Project Manager (Operational)

Working Together Better (WTB)

- To support the fulfilment of the WTB Strategic Plan
- To attend, when Out of the Blue Operational manager is unavailable Operational Meetings of WTB partnership. To fulfil tasks that arise within WTB partnership and contribute to Creative Health sector input to WTB.
- To work with the WTB roles of Strategic Coordinator and Community/Engagement Officer

Networks

- To discover and attend relevant networks at Strategic & Operational levels in Kirklees and beyond as and when appropriate or necessary. E.g. WTB / Mental Health Alliance / Kirklees Ethnically Diverse Communities Network / National Centre for Creative Health / Culture Health and Wellbeing Alliance / National Academy for Social Prescribing.
- Empower and develop staff you will line manage (In-House Artists x2) to innovate, improve, and work flexibly - setting clear objectives, managing performance, delegating, and creating a context where they can meet KPIs and feel able to try innovative ideas where failure can be seen as part of the design process.
- Work with Senior Leadership Team to identify training needs and coordinate the delivery of training for OOB staff (including freelance workers), in line with OOB's service specification and **hoot's** personal growth and creative and professional development ethos.

Person Specification

Criteria	Standard	Essential/ Desirable (E/D)	Measured By
Experience	1.A minimum of 5 years project management experience in the creative health or mental health & social care sector or a closely related context	E	Application/ Interview
	2.Comprehensive experience in all aspects of project management including programme planning and artist engagement, venue liaison, promotion & publicity, working to budgets, monitoring, evaluation, planning, and review (ideally via software such as Planner or Trello or similar); risk assessments, setting up systems & processes responsibility for compliance/accountability to funders.	E	Application/ Interview
	3.Record of effective fundraising and developing sustainability of complex projects. (individually and/or collectively as a team)	E	Application/ Interview
	4.Experience of working in a mental health context, including managing risk.	D	Application/ Interview
	5.Track record of supporting equality, diversity, and inclusion	E	Application/ Interview
	6.Supervision/ line management experience including task management of other project team members.	D	Application/ Interview
	7.Community Engagement & reaching diverse communities	D	Application/ Interview

Person Specification

Criteria	Standard	Essential/ Desirable (E/D)	Measured By
Skills and Abilities	8.Ability to manage multiple priorities, work to deadlines and respond well under pressure	E	Application/ Interview
	9.Ability to work alone and with minimum supervision, and as part of a team	E	Application/ Interview
	10.Experience and ability to work with others (internal and external stakeholders)	E	Application/ Interview
	11.Ability to gather, process and analyse information to produce written reports and other materials, and verbally present information for a variety of audiences	E	Application/ Interview
	12.Meeting marketing & promotion deadlines and recognition of their importance.	E	Application/ Interview
	13.Ability to work sensitively with a range of people <ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Excellent planning and organisational skills • Excellent facilitation and coordination skills 	E	Application/ Interview/ Presentatio n task
	14.Highly organised with excellent administration skills	E	Application/ Interview / Presentatio n Task
	15.Strong IT skills using standard IT packages including MO365, Outlook & CRM Database & high-level project management apps such as Trello or Planner.	E	Application/ Interview

Person Specification

Criteria	Standard	Essential/ Desirable (E/D)	Measured By
Knowledge	16. Knowledge and understanding of current approaches to mental health recovery, including the role of the arts.	E	Application/ Interview
	17. Understanding of NHS structures, Local Government including Social Prescribing.	E	Application/ Interview
	18. Awareness and understanding of issues relating to working with people with mental health needs, including those with complex, acute, and/or enduring conditions	E	Application/ Interview
	19. Knowledge of Safeguarding adults at risk	D	Application
	20. Knowledge of local mental health services	E	Application/ Interview
	21. Knowledge of volunteering and peer support/buddying working practice	D	Application/ Interview
Qualifications	22. Education to degree level or equivalent professional experience	E	Application
Other	23. Interest and involvement in creativity/the arts	E	Application/ Interview
	24. The post holder must share hoot creative arts' commitment to Equality and Diversity (IDEEA)	E	Application/ Interview

Inclusion, Diversity, Equity and Equality in the Arts (IDEEA)

IDEEA is at the heart of **hoot creative arts** vision for a world where everyone benefits from equal access to participate or deliver creative activities. You can read our current approach [on our website](#). Our organisational values underpin our equity, diversity, and inclusion commitments. It is only through promoting inclusion that we can truly embody its values of being people-focused and collaborative.

Being creative is a core value for **hoot creative arts** and we understand that having a diverse workforce drives innovation and creativity. As an organisation, we are committed to ensuring that individual contributions are encouraged and valued. We recognise the significant benefits that can be achieved from striving towards a workforce that represents our partners in thousands of communities across the UK and further afield.

As part of your application you are asked to submit an Equal Opportunities Form. [Download here](#). This not be seen by the shortlisting panel. The data is used for the sole purpose of monitoring our recruitment processes.



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