



Job Application Information Pack

Post: Year of Music 2023 – Health & Wellbeing Co-ordinator & Producer

www.hootcreativearts.co.uk

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Application Instructions

Post: Year of Music 2023 – Health & Wellbeing
Co-ordinator & Producer
Temporary fixed term contract – until March 31 2024



Thank you for your interest in this post.



This is a readvertisement of this post and we would politely ask previous applicants not to re-apply.

Please apply online using the downloadable application form; stating why you are interested in the post and detailing what skills and experience you would bring to it, with specific reference to the job description and person specification included in this pack. We will not accept CVs.

We strongly encourage candidates of all different backgrounds and identities to apply. Each new hire is an opportunity for us to bring in a different perspective, and we are always eager to further diversify the organisation.

Return your completed application to: info@hootcreativearts.co.uk with **Year of Music 2023 – Health & Wellbeing Co-ordinator & Producer** in the subject box.

Closing date: 12.00pm / midday on Monday 28th Feb 2022

Interviews: Shortlisted candidate interviews will be held remotely via Zoom or in person in Huddersfield depending on Covid restrictions, and the location and needs of applicants during week commencing 7th March 2022.

Expected start date: ASAP April depending on notice period if currently employed.

To arrange an informal discussion about the post contact Gavin Clayton, CEO via gavin@hootcreativearts.co.uk

We wish you luck with your application.

Background Information

'If art is the act of making and sharing meaning and thus defining the human experience, then, self- evidently, it is, or should be, available to everyone.'

Francois Matarasso, A Restless Art, 2019

hoot creative arts is a leading provider of participatory arts. We are a charitable company offering a range of opportunities for people to get involved in music, dance, singing, creative writing, visual arts and other creative activities as a way of improving emotional and physical wellbeing. We are a strategic partner with Kirklees Council's Creative Economy Team in developing Culture & Health and Music for Kirklees, an approved provider and Creative Partner to South West Yorkshire Partnership Foundation Trust (SWYPFT) and an Arts Council National Portfolio Organisation (NPO). A staff team of 13 benefits additionally from a range of associate artist input, and close working relationships with a variety of arts and health providers.

hoot is commissioned by Kirklees Health & Social Services to deliver the Mental Health Creative Arts Service, including *Out of the Blue*, for people in Kirklees aged 18+ to help recover, improve or maintain their mental health and wellbeing, and *Breathing Space*, our service for people with dementia and their partner, carer or support worker.

hoot has been working on several initiatives that will feed into Year of Music 2023 during the first phase of this work including:

- Delivery in residential care homes for the elderly
- Expansion of delivery within specialist residential care settings for people with learning difficulties who also live with mental health problems
- Young people who are currently engaged with mental health services or on waiting list to receive treatment.
- Development of Creative Care plans within newly emerging models of domiciliary care provision.
- Singing for Long Covid
- History of Care Homes and their establishment from Workshouses

There is funding in place for some of the work above, but also a key development task is to bring in additional funding and collaborate with YoM2023 producers to align funding bids where possible and appropriate. Eg. Paul Hamlyn Foundation is underway.

Background information on Year of Music and Health & Wellbeing agenda

Kirklees Council has adopted a place-based approach to cultural development,

drawing on the unique heritage of the district that is built on our centre of excellence for woollen textiles and as a result of this industry a rich and diverse music heritage.

Mental health and wellbeing will become a key strand in our Year of Music 2023 planning, through the health and wellbeing post (as per the attached draft job description) and the agreed delivery plan and milestones. This position will help to ensure music's role within the health and wellbeing of all our communities is at the heart of the 2023 planning and delivery during and beyond 2023.

The partnership investment for this work is £10,000 per year until end of March 2024, with monies released based on delivery of agreed milestones. This year on year agreement is subject to the Council's annual budget process and the impact and success of the project being reviewed before the following year is agreed to. This is a position that will be closely scrutinised and performance related. However, we are also intent on it continuing beyond the 2023 programme so it is a real opportunity for the right candidate to build a legacy of music, health and wellbeing across Kirklees.

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Job Description

Job title: Year of Music 2023 – Health & Wellbeing Co-ordinator & Producer

Contract: Temporary fixed term

Place of Work: **hoot creative arts**, Bates Mill, Milford Street, Huddersfield, HD1 3DX (**hoot** are developing an Agile Working policy following Covid19 and so home working arrangements will be negotiable depending on work phases and priorities)

Pay Scale: SO2 P26 Pro Rata of £30,451 2 days / week = £12,180.40 / annum

We have £10,000 committed each year. **hoot** will add to this, and the post holder has the task of fundraising that allows growth in the scale of this position within **hoot** staffing structure between now and March 2024. Other benefits: 5% employer pension contribution; contractual sick pay; work IT device provided (Apple or PC); agile working with flexi hours by agreement (dependent on regular timetabled mtgs for **hoot** & Year of Music team at Council); access to 4 external reflective supervision session each year; in-house line management and opportunities for CPD.

Hours of work: 14.8 hours (2 days) per week

Accountable to: CEO **hoot creative arts**

Responsible for: Artists engaged, sessional Creative Support Workers

General Purpose: To work to see (Mental) Health & Wellbeing priorities flow throughout the development, programming, delivery and evaluation of YoM2023. To lay groundwork during the period of this appointment for a legacy of improved (mental) health and wellbeing equity related to participation and enjoyment of musical activity for all communities in Kirklees. To see (mental) health & wellbeing as a sustainable part of the new music ecology of Kirklees.

Specific Duties: These duties will be spread across the three years. Phasing to be agreed and set.

- Establishing (mental) health & wellbeing as a core element of YOM 2023 and it's messaging from the off and across all themes.
 - In particular safer music environments for older people, women, LGBTQ+, Disabled people, people from BAME backgrounds, faith communities, and people experiencing mental health difficulties.
 - Embedding it as a focus of community music practitioners in Kirklees forming a central part of their community of practice.
- To liaise with Kirklees Metropolitan Council Community Connectors to contribute to a fully considered network of community bodies, organisations and participant groups who may ordinarily feel excluded from such initiatives.
- To fundraise effectively for expansion of the post both in capacity and sustainable future.
- To fundraise for a specific (mental) health & wellbeing programme during YoM2023 and its build up.
- Map current community music providers with health & wellbeing remit and identify where there are gaps in activities.
 - Engage with local communities in religiously sensitive, culturally relevant, and accessible ways to ensure coproduction of local, culturally engaging plans and activities

- To liaise with the health infrastructure locally to promote benefits of music to (mental) health and wellbeing for individuals and communities. In particular those involved in Social Prescribing, but also in-patient and residential care settings.
- To build and maintain effective relationships with these Place Based organisations and networks and meet regularly as a 'group'.
- To develop a (mental) health & wellbeing plan that supports the overall audience development strategy for YoM2023 and identifies potential funding opportunities to see (mental)health & wellbeing at forefront of programming and audience experience.
- To build digital models of delivery wherever possible to give flexibility dependent on pandemic response and possible renewed lockdown stages.
- To initiate a series of events which allows debate and mutual understanding of emotional wellbeing priorities for diverse communities across Kirklees and how music can positively contribute.
- To carry out all these activities with reference to best practice examples from across UK and globally.
 - Linking to CHWA International Conference in 2023
 - Ensure connections to relevant local and national policies and campaigns
- Reports on findings, milestones and KPI's for evaluation and project management.
- To consult with and work alongside **hoot**'s other Project Managers/Co-ordinators and the senior management team to ensure smooth program delivery across the organisation's portfolio of activity.
- Develop a range of volunteering & progression opportunities.
- To engage experienced and skilled community artists to lead sessions.
- Establish appropriate evaluative methodologies and feed into overall evaluation strategy for YoM2023.
- Attend and report to the relevant meetings of Music Development Group and when required the Music Partnership Board.
 - To share clear delivery plans
 - Produce a group Risk Register as work and new initiatives develop
 - Provide a 12-month progress review to evaluate success, impacts and learning
- To apply lessons learnt in the on-going development of the project over three years on a reflective, iterative basis

Other:

- To work within **hoot**'s policies and procedures framework at all times – including safeguarding adults at risk, professional boundaries and data protection – and ensure any staff/volunteers you are responsible for do so as well
- To contribute to the organisation's commitment to action on Equality and Diversity: IDE(A) – Inclusion, Diversity & Equity in the Arts
- To attend team meetings as agreed
- To attend regular supervision/appraisal sessions with your Line Manager
- To take responsibility for your on-going Creative and/or Professional development needs.
- To undertake any other task that from time to time may be required at **hoot**.

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Standard	E/D	Measured by
Experience		
1. A minimum of 2 years 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; responsibility for compliance/accountability to funders.	E	Application/Interview
2. Record of effective fundraising and developing sustainability of complex projects.	E	Application/Interview
3.Experience of working in a mental health context, including managing risk.	E	Application/Interview

3a. Community Engagement.	E	Application/Interview
4.Experience supporting and managing staff.	E	Application/interview
5.Experience of working with volunteers to develop progression routes.	D	Application/interview
Skills & abilities		
6. Ability to manage multiple priorities, work to deadlines and respond well under pressure.	E	Application/Interview
7. Ability to work alone and with minimum supervision, and as part of a team.	E	Application/Interview
8. Ability to gather, process and analyse information to produce written reports and other materials, and verbally present information well for a variety of audiences.	E	Application/Interview
9. Ability to work sensitively with a range of people.	E	Application/interview
10. Highly organised with excellent administration skills.	E	Application
11. Strong IT skills using standard IT packages.	E	Application
12. Proven fundraising skills.	E	Application/Interview
12a. Marketing & Promotions.	E	Application
Knowledge		
12. Knowledge and understanding of current approaches to mental health recovery, including the role of the arts.	E	Application/interview
13. Understanding of health sector structures and Local Government incl Social Prescribing.	E	Application/interview

14. Awareness and understanding of issues relating to working with people with mental health needs, including those with complex, acute and/or enduring conditions.	D	Application/interview
15. Knowledge of Safeguarding adults at risk.	E	Application/interview
16. Knowledge of local mental health services	E	Application/interview
17. Understanding of Equal Opportunities & Diversity.	E	Application/interview
18. Knowledge of volunteering and peer support working practice.	D	Application/interview
Qualifications		
19. Education to degree level or equivalent professional experience.	E	Application
Other		
20. Interest and involvement in creativity/the arts.	E	Application/interview

INTRODUCTION/STATEMENT OF INTENT

hoot recognises that many people are discriminated against. It accepts it has a responsibility for taking action against such discrimination. **hoot** is striving to be an Equal Opportunities organisation. Its aim is to ensure that no-one connected to **hoot** receives less favourable treatment than others, on the grounds of :

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These are known as Protected Characteristics outlined in the Equality Act 2010. **hoot** will also not discriminate on the grounds of lack of formal qualifications or responsibility for dependants.

1.1 **hoot** promotes positive images of mental health, and will take positive action to ensure that our services are equally available, accessible and relevant to anyone with a mental health need. **hoot** aims to ensure that members of any section of society likely to be disadvantaged or discriminated against find it easy and straightforward to get involved in creative activities with **hoot**.

We aim to show a positive and enabling attitude to employees and job applicants.

1.2 **hoot's** Board will be responsible for the development, implementation and the monitoring of the Equal Opportunities & Diversity Policy and Action Plan.

In order to ensure the effectiveness of **hoot's** Equality and Diversity policy, all applicants are asked to complete the Monitoring Form, which will be detached from the application for anonymity.