

# HOOT CREATIVE ARTS LTD

## Job Application Information Pack

**Post: Internal Artist (Music)**

[www.hootcreativearts.co.uk](http://www.hootcreativearts.co.uk)

 HOOT Creative Arts  
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## Hoot Creative Arts Application Information Pack Application Instructions

### Application Information Pack

#### Post: Internal Artist (Music)

Salary: From £24,799 (pro rata) NJC Scale 19



Thank you for your interest in this post.

Please apply on-line, 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.

Please do not submit a CV – we won't look at it!

Return your completed application to: [info@hootmusic.co.uk](mailto:info@hootmusic.co.uk) with 'Internal Artist (Music)' in the subject box.

**The closing date for applications is Monday 18<sup>th</sup> March at 12pm midday.**

Unfortunately, we are unable to offer feedback to applicants who are not shortlisted.

**Interviews: Wednesday 27 March 2019**

**Expected start date: 29 April 2019**

#### Further information

For an informal discussion about the post please call Jess Baker on 01484 516224

**A Job Description & Person Specification is provided in this pack.**

We wish you luck with your application.

## Hoot Creative Arts Application Information Pack Background Information

‘When you are making something you are, in a small way, changing the world’ (Grayson Perry, BBC Reith Lectures)

Hoot Creative Arts is a leading provider in participatory arts & health. We offer a range of opportunities for people to get involved in high quality creative activities with proven benefits for mental health and wellbeing. Hoot is 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 15 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 and Social Services to deliver the Mental Health Creative Arts Service, delivered across two distinct programmes:

- **Out of the Blue (OOB)** for people in Kirklees aged 18+ to help recover, improve or maintain their mental health and wellbeing, offering a programme of one-to-one and group activities and progression routes, alongside opportunities to peer support and contribute to peer-led activity.
- **Breathing Space (BSp)** our ground breaking dementia project offers positive creative time together for people living with dementia and their partner, carer or support worker.

We also currently deliver quality innovative programmes within our specialism, including “Creative Pathways” bridging the gap from supported mental Health settings, our ACE funded “Celebrating Age” project for older people challenging perceptions of ageing, and our Offender Pathways work.

### **Hoot is currently looking to recruit an excellent community musician to our internal artist team.**

We’re looking for an experienced, skilled and pro-active musician to join the team. You’ll lead on Hoot’s music offer across the organisation, with a key role in the Out of the Blue programme; you’ll devise and facilitate workshops, coordinate our artistic programme, mentor developing artists, contribute to quarterly reporting and work with the team to help ensure maximum benefits for our participants. With an appreciation of our ethos and values, you’ll play an important part in influencing Hoot’s creative culture and approach both internally and externally.

You’ll have a talent for community music-making and a Swiss army style tool kit of approaches to delivering and facilitating high quality workshops. Additionally, a variety of approaches to running song-writing, and/or an ability to offer group harmony singing sessions will be very welcome. You’ll be required to have proven skills & experience gained in arts & health. As well as being committed to your on-going creative development, you’ll need to be able to facilitate and encourage others to navigate their own CPD. The successful candidate will be an organised team player, able to manage multiple priorities, work to deadlines and respond well under pressure. Experience in working with people with a variety of mental health needs is essential, as is a passion for, and understanding of, the value of community arts to health and wellbeing.



## Hoot Creative Arts Application Information Pack

### Job Description

<b>Job title:</b>	Internal Artist (Music)
<b>Contract:</b>	Fixed term (to 31-03-2022)
<b>Place of Work:</b>	Kirklees, West Yorkshire
<b>Salary:</b>	£24,799 (pro rata) NJC Scale 19
<b>Other benefits</b>	5% pension contribution; contractual sick pay
<b>Hours of work:</b>	2 days/week (14.8 hours)
<b>Accountable to:</b>	Senior Manager
<b>Responsible for:</b>	Associate artists (music and song)

#### ***Purpose***

**To lead on Hoot's MUSIC offer across the organisation** planning, programming, devising and delivering projects and workshops; contributing to Hoot's ambitions including "More People Experience What's possible" and "More People See What's Possible"; to contribute towards the development of music-based offers with support from Hoot's Senior Management Team

**To influence Hoot's creative culture and approach** across the organisation; to contribute to the organisation's creative direction alongside other artists and senior management; be responsible for Hoot's staff Creative Professional Development offer; work with other Hoot artists & teams to provide a cohesive approach to creative offers

#### ***Main Responsibilities & Duties***

##### **Adult Mental Health programme/Out of the Blue (OOB)**

To deliver the OOB MUSIC programme as lead artist and contribute to delivery of OOB outreach sessions and awareness raising events.

To plan and deliver a varied programme of music workshops as lead artist across the service which includes opportunities for participants to engage in CONNECT, PROGRESS and/or SHOWCASE offers;

To produce advance plans for blocks of workshops identifying key artistic aims.

To devise and ensure implementation and delivery of online music activity offers for the programme

To develop skills and tools within groups for workshops to be able to run on a facilitated DIY basis (ie with no lead artist) within the co-production approach

To foster excellent communication pathways between yourself and the creative support worker team and the Participation and Progression Co-ordinator (PPC) to ensure the maximum benefit from the service for all participants within the service model; to ensure the best co-production models for DIY groups and Creative Arts Planning

To be responsible for ensuring the OOB service provides a varied and high quality music and singing

programme

Programming: To select, engage, brief and provide support to associate music and voice artists to the programme, and other associate artists in collaboration with Hoot's internal team

Quality: To use Hoot's Quality Framework for engaging developing artists and to use the Hoot mentoring framework for developing artists within the OOB programme and keep records of mentoring activity

To ensure that all activity you deliver is monitored and evaluated; to contribute to Quarterly contract monitoring reports as required by the Service manager.

To be responsible for materials/equipment and any budget attached to these

**Music: "More People Do, More People See"**

To devise and deliver a variety of outreach offers

To seek opportunities for participants to showcase their work; foster links with local venues and partners to further showcasing opportunities; foster links with local talent

To ensure that work is recorded and shared online and through social media outlets using Hoot protocols

To contribute to business development objectives aimed at developing Hoot's music offer and sustaining the post, including contributing to funding bids with the support of the Senior Management Team

**Other**

Be willing to provide other sessional music delivery across Hoot's other projects – (where these are not delivered within capacity, these sessions will be paid in addition to your contracted hours)

To be willing to work outside of office hours occasionally as required

To attend and contribute as a member of Hoot's monthly Creative Professional Development team

To supervise music/singing student placements/interns in agreement with your Line Manager

To work within Hoot's policies and procedures framework at all times, and ensure any staff you are responsible for do so as well

To contribute to the organisation's commitment to action on Equality & Diversity and The Creative Case for Diversity

To attend team meetings as agreed

To attend supervision & support/appraisal sessions with your Line Manager as agreed

To take responsibility for your on-going Creative and Professional development needs

To undertake any other task which, from time to time, may be required in support of the organisation's aims and objectives.

## Hoot Creative Arts Application Information Pack

### Person Specification

CRITERIA	STANDARD	E/D	MEASURED BY
<b>Work experience</b>	1. A minimum of 3 years' experience devising and delivering inclusive music making sessions as a lead artist to adults in a range of community settings	<b>E</b>	Application Form/ Interview
	2. Experience of working with adults who have mental health needs	<b>E</b>	Application Form/ Interview
	3. Experience of engaging freelance artists for a varied creative programme	<b>D</b>	Application Form/ Interview
	4. Experience of mentoring other practitioners	<b>D</b>	Application Form/ Interview
<b>Skills</b>	Ability to use a variety of approaches to engage adults in music -making	<b>E</b>	Application Form/ Interview
	Ability to work appropriately and sensitively with people, particularly in group settings	<b>E</b>	Application Form/ Interview
	Ability to maintain professional boundaries and adhere to policy and procedures.	<b>E</b>	Application Form/ Interview
	Ability to work effectively both as a team member and independently	<b>E</b>	Application Form/ Interview
	Ability to manage multiple priorities, work to tight deadlines and produce quality work under pressure.	<b>E</b>	Application Form/ Interview
	Excellent communication and interpersonal skills; an ability to communicate clearly verbally and in writing	<b>E</b>	Application Form/ Interview
	Good administration skills; ability to use a range of computerised office systems	<b>E</b>	Application Form
<b>Knowledge</b>	Knowledge and understanding of impact and benefits of participatory arts	<b>E</b>	Application Form/ Interview
	Awareness and understanding of issues relating to working with people with mental health needs	<b>E</b>	Application Form/ Interview

	Knowledge and understanding of the Co-production approach within mental health	<b>E</b>	Application Form/ Interview
	Knowledge and understanding of Safeguarding adults at risk of harm	<b>E</b>	Application Form/ Interview
	Awareness and understanding of the importance of Equality & Diversity	<b>E</b>	Application Form/ Interview
	Knowledge of the Creative Case for Diversity, as championed by Arts Council England	<b>D</b>	Application Form/ Interview
<b>Other</b>	Support for and understanding of Hoot's ethos and values	<b>E</b>	Application Form/ Interview
	A commitment to your own creative & professional development	<b>E</b>	Application Form/ Interview
	Ability to travel across Kirklees and beyond.	<b>E</b>	Application Form
	Driving License	<b>D</b>	Application Form

## Hoot Creative Arts Application Information Pack Equal Opportunities & Diversity Policy

### **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.

## Monitoring Information

**This page of the form will be removed and will not be seen by those shortlisting**

In order to ensure the effectiveness of Hoot's Equality and Diversity policy, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

**Please indicate your gender:**

Male

Female

Non-binary

**Please indicate your age:**

18-24

25-34

35-44

45-54

55-64

65+

**Please indicate your ethnic origin:**

Asian/ Asian British

Black: African/ Caribbean/ Black British

Mixed: White & Asian

Mixed: White & Black (British, African, Caribbean

Mixed: Other mixed background (please specify below)\*

White British

White Other (please specify below)\*

Other ethnic origin (please specify below)\*

*Continued from previous page*

*\*Please specify here:*

**Disability:**

The Disability Discrimination Act defines disability as a physical or mental impairment that has substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to have a disability?

Yes

No