



Administrator

Accountable to: Programme Director

Conditions: 22hrs per week

Hours: Flexible to include occasional evenings and weekends to support major events.

Location: Groundwork Northamptonshire, Corby town centre (with occasional travel to Wellingborough)

Salary Scale: £20,000 pa pro-rata

Start Date: mid-May 2020

Deadline for applications: 9am Monday 30th March

Interview date: Friday 3rd April

To apply: Complete the Groundwork Northamptonshire application form and return to info@madeincorby.co.uk. CVs will not be accepted.

For an informal conversation, email info@madeincorby.co.uk to request a call back from Helen Willmott, Programme Director as the office is currently unmanned with staff working from home.

This post is employed by Groundwork Northamptonshire.

We are committed to equal opportunities and are actively working to increase diversity across all areas of the programme. As such, we welcome applications from all sections of the community. If you require additional support in making an application, or would like this information in an alternative format, please email info@madeincorby.co.uk or contact Tom on 07923 221759 as our office is currently unmanned with staff working remotely.

About Us

Made in Corby is the Creative People & Places (CPP) programme for the boroughs of Corby and Wellingborough, in Northamptonshire. CPP is about more people taking the lead in choosing, creating and taking part in art experiences in the places where they live. There are 30 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. See www.creativepeopleplaces.org.uk for further details.

We are a community-led arts programme which produces events and activities designed to surprise, delight and inspire local people. The programme aims to inspire more local people than ever before to take the lead in experiencing, creating and taking part in high quality arts and cultural activities. Through conversations with local people and community decision-making panels, Made In Corby puts local people at the heart of commissioning artists and producing new and exciting events.

We have been delivering activity in Corby since 2014, and thanks to new investment from Arts Council England, is currently planning to expand delivery to cover nearby Wellingborough. After a period of consultation with the local community, the Wellingborough programme will launch with a family festival in July 2020, under a new name to cover both locations. We have investment secured from Arts Council England to run programmes in both locations until 2023.

We are hosted by Groundwork Northamptonshire, who work with the consortium to lead the programme. The consortium currently includes The Core at Corby Cube, Corby Community Arts, Greatwell Homes, KHL Big Local and Teamwork Trust. Groundwork Northamptonshire work with, and for communities in Northamptonshire to create better places to live and work. Working to improve the quality of life for people and the places where they live, with a focus on the most disadvantaged areas and communities in greatest need, Groundwork Northamptonshire works across 3 programme areas; environment, young people and community.

From our beginnings in 2014 to the end of December 2019, we have held 1265 activities and events, including workshops, performances, festivals and consultations. These have enabled over 120,000 engagements with the arts.

We are creating new audiences for art in Corby – according to postcode analysis from The Audience Agency, 60% of our people that engaged with the programme in 2018 were from the places of lowest engagement with the arts (up from 37% in 2014 and 49% in 2015). For all three of our signature commissions, over a third of bookers had not previously attended an event at the local theatre. For our final signature commission in 2016, new musical Danny Hero, audience survey data shows that 52% of the respondents had not attended arts activity in the previous 12 months. At our second Grow Festival in summer 2019, 65% of surveyed audiences were from the areas of lowest engagement and since 2014, 33% of audiences have a long-term disability or illness.

We are leading the way in enabling local communities to engage with art, make decisions about what activities take place and the artists that create them. 9156 people have been consulted through our community conversations and around 1218 local people have been actively involved in making decisions about our programme, from deciding the repertoire performed by the Royal Philharmonic Orchestra and choosing our new musical, to joining community panels that choose which local projects to support and producing extraordinary arts projects.

Our programme consists of the following types of activities:

FLAGSHIP PROJECTS Led by consultation, and overseen by a community panel, these are large events, such as outdoor festivals and significant artist commissions, that are developed with multiple partners.

WORKSHOPS Regular sessions delivered by professional artists, offering an accessible, regular opportunity to participate.

COMMISSIONS Small-scale commissions for artists, selected by our community panels, to co-create work with local people.

INSPIRATION EVENTS Allowing us to take advantage of opportunities to bring exciting new work to our area, we programme cultural activities into community settings.

BIG DAYS OUT Go See trips to inspire people with great art that is happening elsewhere.

CULTIVATE Our programme of support, advice and small-scale commissioning for anyone (community groups and artists) planning to deliver arts activities that engage the local community.

For more information about our work visit www.madeincorby.co.uk

The Role

Database administration, office management, data management and reporting, general administrative support for Programme Director.

Specific Duties and Responsibilities

- Maintain the programme database, in line with data protection regulations
- Contribute to the management of monitoring requirements, data capture and analysis, working with project staff to make sure that all activities are recorded accurately
- Create reports for submission to funders, stakeholders and the consortium.
- Financial administration, including keeping records of contracts, receiving and issuing invoices and processing payments.
- Arranging meetings and minute-taking
- General office administration, including ordering stationary, managing shared calendars and financial administration.
- Support the Programme Director with diary management, scheduling of meetings, correspondence and travel arrangements.
- Support the project team with community meetings and activity as appropriate
- Ensure that all activities, and back-office functions, are as environmentally-friendly as possible, in line with programme's climate emergency pledge.

General

- Participate in programme meetings and events as required
- Attend relevant training as and when required
- To positively represent the programme at events
- To ensure that the relevant Groundwork Northamptonshire policies and procedures are adhered to at all times.
- Any other duties appropriate to the post, CPP Programme and Groundwork Northamptonshire.

Person Specification

Essential

- Experience of working in an office environment
- Experience of data management and analysis
- Understanding of data protection regulations
- Experience in financial administration, including contracts and handling invoices
- Excellent oral and written communication skills
- Excellent interpersonal and organisational skills
- Excellent IT skills including Word, Excel and PowerPoint
- Approachable, empathetic manner
- Ability to develop good working relationships with project partners and other staff
- Ability to prioritise workload

Desirable

- Demonstrable interest in the arts
- Full driving license and access to vehicle

We will require the successful candidate to apply for a DBS check.