



WE ARE
HIRING

DOWN
TO
EARTH

Creative People and Places
Administrator



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Consortium Partners:



Down To Earth is a new Arts Council England's national Creative People and Places (CPP) programme.

Context

Down to Earth is one of 39 Creative People and Places National Portfolio Organisations funded by Arts Council England with the aim of increasing participation in the arts, particularly amongst those least engaged.

It invites Wigan residents to shape and create art and culture, focussing on the borough's green spaces and community hubs as sites for cultural engagement. Drawing on the natural assets of the local area and Wigan borough's well-known sense of humour and fun, the programme will invite local communities to shape arts and culture that can happen within minutes, rather than hours, of their homes, parks, schools and best-loved spaces.

Vision

Drawing on the natural and community assets across Wigan, we will invite our residents to shape and create local, national, and international art across the borough that happens within minutes, rather than hours, of our homes, schools, and safe spaces. Focusing on green spaces and community hubs as sites for cultural engagement, re-invigorating our post-industrial terrain by cultivating and nurturing world-class arts across the borough.

Mission

Building on the existing community and natural infrastructure, we will work closely with partners and artists who are already deeply rooted in communities not currently engaged with arts and culture, reaching people who fall through the gaps. Together, we will inspire more people to create and curate new cultural activities that enrich the lives of individuals.

The Down to Earth consortium is led by The Old Courts (TOC) and includes Wigan Athletic Community Trust, Groundwork, Wigan Council, Lancashire Wildlife Trust and Everything Human Rights – a partnership that brings together varied skills, knowledge and experience in community engagement, the natural environment and artistic excellence. Down to Earth proposes to meet people's cultural needs and appetites whatever their starting point, and to develop new audiences that support the long-term sustainability of culture in Wigan borough in ways that are fun and open to all.

We want to:

- Meet people's cultural needs and appetites, no matter their starting point
- Take people on a journey from observer, to participant, to shaper & advocate
- Build and develop new audiences for culture, that support the long-term sustainability of culture in Wigan

Through three strands:

1

Programmed & Produced Work: Creative activity designed to give people an enjoyable experience, and the opportunity to experience something new in their local area

2

Community Engagement: Long term engagement, aiming to work closely with specific communities and build strong relationships through creative activity.

3

Community Commissions: Project commissions developed and led by local people, supported by Down to Earth and delivered with artists in target communities of Wigan.





Your New Commute

Wigan is in the heart of the North West with established travel networks, making it an ideal place to live and work.

Your new office in Wigan Town Centre is easily reached in less than an hour from Manchester and Liverpool. Easy access to the motorway network will make business trips a breeze via the M61, the M6 and M62 or the M61 and A56 (Manchester) and M58, A571 and A580 or the M62 (Liverpool). With two train stations in the town centre, the area also benefits from fantastic public transport links with a regular, speedy service to the surrounding cities.

Your New Office Base

Your new role will be housed at The Old Courts, home to Arts At the Mill CIC (consortium lead), a multi-arts centre situated just a two minute walk from both Wigan town centre train stations. The building also houses a range arts and community organisations, local enterprises, cafe/bars, record store, studio theatre, music venue and multi-use spaces. We expect the post holder to regularly travel around the Wigan borough and to national CPP meetings.



Down To Earth Administrator

To act as the central administrator for the Down To Earth programme, working closely with the Down To Earth team and The Old Courts where appropriate

About You

You have a keen interest in community engagement and/or arts practice and are excited about supporting on a programme that believes in the strength of true collaboration and the sharing of power with people so that arts and culture provision is shaped by the communities it is here to serve.

As an excellent organiser and communicator, you strive to support the smooth and efficient planning and delivery of the programme. You excel in delivering on time and to a high standard, and play a key role in the day to day administration of the Down To Earth Programme.

You are comfortable supporting artists, delivery partners, freelancers and volunteers to deliver events across all artforms, from micro to large-scale.

You enjoy working cooperatively as part of a team to achieve shared goals.

Job Title: DTE Administrator

Salary: £20,500 per annum

Hours: 37.5 hours per week

Overtime: No overtime payments

Annual Leave: 33 days including bank holidays

Probation period: 6 months, with a 3 month review

Notice period: 3 months

Contract Period: Fixed term until March 2025

Workplace Pension: Arts at the Mill CIC pension scheme is provided by True Potential

Location: Office (Arts At The Mill CIC T/A The Old Courts, Crawford Street, Wigan), home and boroughwide

This role is 5 days a week; usual office hours are 10am-6pm. We offer flexible working where possible. We expect the post holder to regularly travel around the Wigan borough, with a full UK driving license. Due to the nature of the role, evening, weekend and bank holiday work may be required. This post is subject to Disclosure and Barring Service Enhanced checks.

Administrative Duties:

- Be the key administrative point of contact for the Down To Earth programme.
- Work within the current Down To Earth, The Old Courts and Arts Council systems and processes to ensure accurate and timely information is disseminated and administrative processes are followed.
- Design and run excellent administrative systems to support the smooth and efficient planning and delivery of the programme.
- Provide support with diary management for events and regular meeting scheduling for the programme.
- Take minutes for relevant Down To Earth meetings.
- Draft contracts for freelance artists as directed by the Programme Manager
- Provide general finance admin support including processing purchase invoices and purchase orders, raising sales invoices and issuing credit notes.
- As directed by the Programme Manager, draft relevant contracts for freelance artists
- Process purchase invoices and purchase orders, raising sales invoices and credit notes, and administering general finance.
- Book travel and accommodation for staff, Down To Earth partners, and artists
- Booking tickets for the team to attend relevant work/performances/training.
- Support the Programme Manager in maintaining and developing relevant information databases for the Down To Earth programme including recording participation figures for ACE reporting.
- Support the Programme Manager with the logging and secure storage of all photographic and film material produced in line with General Data Protection Regulation (GDPR)
- Manage the booking of relevant spaces needed within The Old Courts and external venues to deliver the in-person elements of the programme.
- Work with the Programme Manager to ensure that the information on The Old Courts and/or Down To Earth website and social media platforms is up-to-date and accurate.
- Ensure DBS checks and updates are carried out for in house, freelance staff and volunteers.
- Assist with Down To Earth events and creative activities with a hands-on approach, whilst supporting the team and volunteers involved.



Communications:

- Support the Programme Manager to create documents as required for the project proposals and Consortium meetings.
- Collate data and feedback for evaluation.
- Co-ordinate e-mail communications and mail-outs.
- Proof read copy for programme documentation.

General:

- Comply with all Equality, Diversity and Inclusion strategies through taking part in training and supporting partners to ensure ED&I is central to all Down To Earth programme activity.
- Liaise with and collaborate with our Down To Earth partners, freelance artist and volunteers across the borough and surrounding areas to ensure the successful delivery of the programme.
- Contribute to a creative and collaborative culture and the development of a community led programme working with Down To Earth, The Old Courts and Arts Council England as required.
- Comply with Health & Safety policies at all times.



Person Specification

Personal Attributes	Desirable	Essential	Identified
Ability to work well as part of a team.		X	Application / Interview
Ability to use own initiative, showing a proactive approach to work.		X	Application / Interview
A willingness to work flexibly. This could include occasional requirements for travel around, and outside of, the borough. It may also include some evening and weekend work.		X	Application / Interview

Skills & Abilities	Desirable	Essential	Identified
Strong administrative experience in a professional organisation		X	Application / Interview
Ability to work flexibly, creatively and outside your usual area of expertise		X	Application / Interview
Experience of working and communicating with local residents, communities and volunteers	X		Application / Interview
Experience of working with arts, culture and heritage organisation and/or the public or voluntary sectors	X		Application / Interview
IT skills including using Outlook, Word and Excel; Microsoft Teams		X	Application / Interview
Competent in utilising social media platforms	X		Application / Interview
Ability to use basic graphic design platform such as Canva	X		Application / Interview

Skills & Abilities	Desirable	Essential	Identified
Excellent organisational skills including the ability to prioritise tasks within competing work demands and to meet deadlines.		X	Application / Interview
Excellent communication skills and ability to deal confidently and positively with a wide range of people of all ages and backgrounds in writing, face-to-face and over the phone.		X	Application / Interview
Excellent attention to detail, experience of proof reading		X	Application / Interview
Good research skills		X	Application / Interview

Knowledge	Desirable	Essential	Identified
Some knowledge of working with artists	X		Application / Interview
Some experience of working on cross artform projects	X		Application / Interview
Concern for social issues and an understanding of the organisation's mission	X		Application / Interview
Happy to take on new challenges		X	Application / Interview
A keen learner who invests time and effort into their own development		X	Application / Interview

The Essential criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable criteria are used to help decide between candidates who meet all the Essential criteria. If the 'Identified' column says 'Application' you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education.



How to apply

We are actively seeking diversity and lived experience in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage.

To apply, please send your CV and a cover letter to Hannah Thompson (hannaht@theoldcourts.com) with the subject line APPLICATION - DOWN TO EARTH ADMINISTRATOR

Your application should not exceed three A4 pages and should include your work history, qualifications or equivalent lived experience and should refer to how your skills and experience mean that you fit the essential and/or desirable criteria for the role of DTE Administrator.

Application deadline:
Midday, Wednesday 28 June 2023

Interviews:
Week commencing 3 July 2023

We can provide a BSL interpreter if required. If you would like support with access, please contact Programme Manager Hannah Thompson by email: hannaht@theoldcourts.com

We look forward to receiving your application.