



### Job description

<b>Job Title:</b>	Creative Learning and Programme Manager – Creativity and Care
<b>Responsible to:</b>	Centre Director
<b>Responsible for:</b>	Personal Development Facilitator Communications and Administration Coordinator

Moniack Mhor is a registered charity, financed through a variety of different sources, principally through Regular Funding from Creative Scotland. The aims of Moniack Mhor are:

- To develop new literary talent and further the skills of writers, fostering the creation of new literature.
- To inspire people of all ages and backgrounds to reach their full potential by developing confidence in writing ability and encouraging creative expression.
- To provide high quality creative writing learning experiences in a supportive, unique and inspirational setting.
- To place environmental sustainability, landscape and cultural preservation at the heart of our work.
- To embed equality as an overarching theme and to remove barriers to the writing process.
- To work in partnership to create and support a dynamic literary culture in the Highlands and Islands and beyond.
- To raise the identity of literature created in Scotland locally, nationally and internationally.

### Creativity and Care programme

Creativity and Care is a three-year programme, legacy funded by the Life Changes Trust and managed by the National Lottery. It offers creative and other development opportunities for young care experienced people in Scotland aged 14 – 26. Led by Moniack Mhor Writers' Centre, the programme involves three key partners: the Calman Trust, the Abriachan Forest Trust, and The Articulate Cultural Trust based in Glasgow. Between organisations, the project builds a physical and online hub for creative learning in the Highlands and nationally, providing a safe, nurturing, and equal space for creative and personal development of young care experienced people.

Each organization focuses on its specialism with Moniack Mhor managing the overarching programme, being the conduit for showcasing creative work. The programme is led by an Advisory Board of young people who provide programming input and governance as well as providing insight to the needs of the young people the programme supports. Moniack Mhor leads on **creative development** (for instance, creative writing in all forms, film-making, crafts, drama, photography). The Calman Trust leads on **personal development** (using informal cookery classes and participation with others in a real working team to enhance young people's self-belief, understanding of consequences, and ability to make and communicate personal choices). The Abriachan Forest Trust focuses on **outdoor learning** (learning to care for the environment and themselves through the forest school, and developing outdoor skills). Articulate leads on digital skills development, and partner on provision of physical spaces for activity within the central belt. Where a young person identifies an aspiration that cannot be directly delivered by one of the key partner organisations, we support them with seamless engagement from another provider.

The project is underpinned by the following ethos:

- Handing over the power to young people so that they can meaningfully create their own stories and futures.
- The power of the collective voice: challenging stigma and creating safe spaces for the quieter voices to feel confident in sharing their views.
- The opportunity for young people to engage in high quality creative and personal development opportunities.
- The opportunity to celebrate place (potentially reconnecting with the positive elements surrounding place) and wild spaces. The programme will seek to explore rurality, and also urban spaces, exploring exchange opportunities with national partners.

The programme has the following structure:

- **One-to-one personal development:** Project staff working across partner organisations meet with any young person interested in engaging with us, to support them through their learning journey. This strand includes working with schools and statutory agencies to identify "hard to reach" young people; for example, those under compulsory measures of supervision at home.
- **Steering Committee/Advisory Group:** This group has oversight responsibilities, decision-making powers and is the key driver of the direction of the programme. The group co-designs taster activities alongside Moniack Mhor Writers' Centre and takes a leading role in consulting with young people in terms of their collective creative interests. The group takes a role in designing evaluation processes and have responsibility to ensure that partner evaluations of projects and the overarching programme are at an appropriate level and accessible.
- **Creative and outdoor learning taster sessions:** A series of creative workshops and outdoor activities across Scotland to show the range of opportunities available and to build confidence. This element is delivered on a residential

basis or by outreach work nationally. All activity falling under this strand is co-designed with our Advisory Board. We are very flexible and deliver learning in any creative or other learning activity that feels appropriate to the young people.

- **Informal learning and work experience:** Opportunities for collaborative participation, work experience and potential employment within the key partner organisations or our extended partner network.
- **Individual Grants/Discretionary Fund:** The programme includes a sizable grants fund for young people to spend on their learning. It also acts as a discretionary fund; it covers staffing costs or equipment costs for a young person to work with staff at the Forest School, or cover costs for a young person to work online with Articulate. This element of the programme has been designed and is overseen by the advisory group. The group has a lead role in decision making relating to proposals for expenditure to come directly from the discretionary fund that relate to activities proposed by any partner.
- **Social events and showcases:** A fun programme of activity (including virtual) providing opportunities for young people to get together, whether to see a film, drink coffee or anything in between.
- **Digital activity:** Working in a digital medium is also offered, in order to maximise continuity, provide creative learning opportunities and to further tackle issues surrounding access. Much of this element is led by Articulate.

The aims of the project are as follows:

- The project aims to work at micro level, supporting individuals to develop their skills, and at a macro level, by challenging the narrative surrounding care experience.
- We endeavour to develop a safe space, whether it's a rural space at Moniak Mhor, through Articulate in the city or online, which creates a sense of ownership for the young people that we support. Through provision of this space, we nurture young people to make their best creative work.
- We collectively create new high-quality artwork and showcase this so that we can expose other young people, the public and professionals to the wealth of talent that exists within young people with lived experience.
- Through close partner working, we aim to support young people to engage who may experience complex barriers to the creative process and to work with young people who otherwise may be silenced.
- We hope to ensure that every young person that engages with the programme is the owner of their plans at all times, grows in confidence, reflects on their learning, and plans their next steps.
- We aim to connect young people living all over Scotland, both in a physical and a digital space.
- We hope we will support young people to challenge their perceptions of self and feel confident to take the reins for their own development, whether that is in a creative artform or by enhancing young people's preparedness for independent

living and employment. We hope to nurture all elements that lead to positive pathways.

- We aim to collectively support contact between siblings.
- We aim to enhance our organisations' inclusive practice through co-design, learning from the young people that we work with, learning from the Advisory Group, through collaborative training and through evaluation.
- We also hope that by working closely with other legacy partners, other network partners, our Advisory Board and through public exhibitions and events, we can begin to challenge the narrative surrounding growing up in the care system.

**Responsibilities:** This experienced and dynamic individual will undertake all management relating to the programme including finance, programming, evaluation, and health and safety. They will be supported and supervised by the Centre Director at Moniack Mhor, with a reporting duty to all lead members of staff at partner organisations. The Creative Learning and Programme Manager will ensure that the ethos of the project is upheld at all times, ensuring creative learning is of the highest quality possible. They will foster strong relationships with young people, partner organisations and external partners. The post holder will lead and support the Creativity and Care team including the Personal Development Facilitator and Administrator. The postholder will ensure that all reporting to funders is open and transparent and done in a timely way, and they will develop links with support networks and other legacy partners including the National Leadership Network, Each and Every Child, the Learning Channel and Digital Skills. The role is likely to be based at our Teavarron and Inverness offices.

### **Principal Duties**

1. To build strong working relationships with young people.
2. To support the Advisory Group, ensuring that co-design is at the heart of all decision making.
3. To liaise with the partner organisations to ensure consistent service standards and reporting within the framework of the project.
4. To programme and support taster sessions, workshops, mentoring, residential activity and celebration events in alignment with the wishes of participating young people through co-design working principles.
5. To manage the project team including the Personal Development Facilitator and Administrator/Communications role and to support staff within partner organisations where necessary.
6. To ensure all reporting to key stakeholders including funding body and partner is open, transparent and timely.
7. To foster good working relationships with all Stakeholder organisations and wider network and legacy partners.

8. To uphold the ethos of the project at all times, considering how this ethos is relayed to all stakeholders. To oversee all internal and external communications relating to the project and to support and manage the Administrator/Communications role.
9. To ensure all activity is evaluated according to Moniack Mhor's policies.
10. To manage all budgets and cashflow for the project, reporting regularly to the Centre Director.
11. To update risk assessments in relation to project activity, Child Protection Policies and Protection of Vulnerable Adults as necessary, and to adhere to Moniack Mhor's procedures and national policies.
12. To oversee PVG applications as required.
13. To support the smooth delivery of activity including domestic tasks, purchasing daily provisions, hosting and assisting the wider staff team.
14. Ensuring the security, safety and comfort of all young people while on site or involved on an outreach basis.
15. Attending regular Moniack Mhor staff meetings and regular one to one meetings with the Centre Director.
16. Promoting and implementing Moniack Mhor's equal opportunities policy amongst staff and participants.

### **Person Specification**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1. Experience	<p>Experience gained in an arts, youthwork or education environment.</p> <p>Good knowledge of current issues in arts (creative writing) education.</p> <p>Experience of assisting and developing youth activities.</p> <p>Previous experience of management of wide ranging projects and teams.</p>	<p>Knowledge of education and arts community partners in the Highlands and more broadly, in Scotland</p> <p>Experience of working to support the needs of vulnerable young people.</p> <p>Experience of working with care experienced young people.</p> <p>Knowledge of the care sector; prior experience of working with key stakeholders who support the wellbeing of young care experienced people.</p>
2. Qualifications	Driving license essential.	<p>Educated to University level.</p> <p>Relevant qualification (e.g. Social Work diploma, PGDE, BEd Primary/Secondary, BA Community Education).</p>

<p>3. Special skills/aptitudes</p>	<p>Sensitivity and understanding of the challenges facing care experienced young people and families/guardians</p> <p>Excellent communication and interpersonal skills.</p> <p>Computer literate and confident user of Microsoft Office applications, email and the internet.</p> <p>Ability to work independently and on own initiative.</p> <p>Ability to deliver a high-quality education programme and support the design of activities suited to engage young people.</p> <p>Good team player.</p> <p>Willingness to take a hands-on approach to domestic tasks.</p> <p>Good organizational, planning and evaluating skills.</p> <p>Knowledge of (or willingness to undergo training in) - first aid, food hygiene and health and safety regulations.</p>	<p>Experience of fundraising and reporting.</p> <p>Ability to work to targets and deadlines.</p> <p>Knowledge of managing marketing / advertising campaigns, projects, or initiatives.</p> <p>Familiarity with Mailchimp email marketing application and WordPress website hosting.</p> <p>An understanding of the CfE and a willingness to keep up with developments.</p> <p>Willingness to undertake travel across Scotland as and when necessary to support activity.</p>
<p>4. Personal qualities</p>	<p>Attentive to detail.</p> <p>Ability to work flexible hours.</p> <p>Ability to work under pressure.</p> <p>Ability to relate to the needs of young people.</p> <p>Warm manner.</p>	<p>Sense of humour.</p>

### Working arrangements

Hours Per Week	28 hours per week on average
Working Pattern	4 days per week 9.00am to 5.00pm. Evening and weekend work also required as necessary
Salary	£30,000 - £38,000 gross FTE

To apply for the role, please email a covering letter and up-to-date CV with the title 'Creative Learning and Programme Manager' to [jobs@moniackmhor.org.uk](mailto:jobs@moniackmhor.org.uk), to arrive no later than 5pm on **Friday 23rd February 2024**.

We would greatly appreciate if you would also take the time to fill out our equalities monitoring form on the Job Opportunities page of our website. This is voluntary. Please visit <https://www.moniackmhor.org.uk/about-moniack-mhor/job-opportunities> to download the form.

You will be notified by email if your application has been successful and candidates will be invited to attend an interview during the week beginning **Monday 4<sup>th</sup> March**.

**In partnership with:**

