



JOB VACANCY: PARTICIPATION MANAGER

INSIDE OUT CYMRU: MISSION STATEMENT

Inside Out Cymru exists to encourage access to the arts and creative expression, promoting mental well-being through arts workshops, events, partnership working and other activities held within local communities.

Inside Out aims to create integrated settings in local communities for all people and to be inclusive in everything it does.

We will challenge stereotypes and stigma around mental health issues, raise self-esteem and confidence levels and develop both the social and artistic skills of our participants.

INSIDE OUT CYMRU: BACKGROUND

The Inside Out Project has operated in Caerphilly County Borough since 2000, and became the charity Inside Out Cymru in 2013, extending its work to the wider Gwent area. IOC runs workshops in a variety of venues. Workshops are open to the Participation public, but participants with mental health issues are particularly welcomed.

Inside Out Cymru is run by a Board of Trustees that includes volunteer service users, mental health workers, arts officers and other development agencies.

Arts workshops to date include photography, creative writing, music, visual arts, crafts, digital storytelling, dance and drama. IOC creates regular opportunities to showcase the work of the participants, including recording CDs, poetry readings, visual arts exhibitions, films and shows.

The post of Participation Manager has been developed to assist the Board of Trustees and other IOC staff with the day-to-day running of the charity.

THE POSITION

Inside Out Cymru is looking for a Participation Manager to coordinate, develop and oversee the charity's programme of workshops. Inside Out Cymru works with adults with the aim of promoting social inclusion and mental well-being through the arts and creative activity. Workshops are open to the general public, but participants with mental health issues are particularly welcomed.

The post of Participation Manager has been developed to assist the General Manager and Board of Trustees with the day-to-day running of the charity's activities programme. This will involve working with key stakeholders such as Caerphilly County Borough Council's Arts Development Team, Social

Services, service users, partner organisations and various community groups to develop a programme of workshops across the Gwent area, with a particular focus on our work in Blaenau Gwent and Monmouthshire.

The commission will run from the week commencing Monday 31st May 2021 until March 31st 2023, and will be based on flexible working hours of 22.5 hours per week or 0.6 full time equivalent, with a salary of £28,000 pro rata (£16,800 actual). This is not a freelance contract - if successful, you will be employed by the charity.

The successful applicant will have experience of working with partners through co-producing and developing projects, maintaining project budgets and managing a team. The post will also focus on delivering a training programme for healthcare professionals to build skills in delivering creative activities to their service users.

Further information: www.inside-out-cymru.org/jobs

HOW TO APPLY

A letter of application detailing how you meet the person specification, an accompanying CV, and the names of two referees should be emailed to info@inside-out-cymru.org.

The deadline for applications is 12 noon on Monday 10th May 2021 and we will be inviting those short-listed for interview during the week of 17th May. The role will begin on the week of 31st May 2021.

Inside Out Cymru strives to be an equal opportunity employer.

This post is funded by The National Lottery Community Fund.

PARTICIPATION MANAGER: JOB DESCRIPTION

To oversee the development and management of the Charity as a whole. The Participation Manager will work with the General Manager, Service User Engagement Worker, Artists and Board of Trustees to strengthen the sustainability and vision of the project.

Key Activities of the Post

- To act as a contact point for the organisation particularly in relation to the programme of workshops
- To identify suitable community artists to deliver workshops and activities for Inside Out Cymru, to draw up their contracts and negotiate fees
- To oversee the workshop budget for Inside Out Cymru and negotiate expenditure across the project
- To create monthly performance reports
- To assist in developing funding bids for new strands of work
- To assist with the monitoring and evaluation of the programme of work
- To provide regular reports to the General Manager and Board of Trustees
- To liaise with relevant services and organisations to identify specific projects for development which further the work of Inside Out Cymru in keeping with its aims and objectives as a charity
- To oversee and support the work of the Service User Engagement Officer
- To work alongside the Service User Engagement Officer and Artists to arrange celebratory events to promote the work of Inside Out Cymru
- To carry out any other duties as reasonably fall within the purview and grade of the post

Essential Qualities/ Experience

- Minimum of 2 years experience in relevant arts management environment.
- Experience of project management
- Knowledge of the arts scene and practitioners operating in South Wales.
- Excellent communication skills with both individuals, organisations and professionals and ability to develop partnerships.
- Ability to initiate projects and work independently as well as working as part of a wider team.
- Good self-management and time-management skills.
- Experience and knowledge of handling budgets.
- Good administrative skills.
- Willingness to undertake any training identified by the Board of Trustees
- Willingness to undertake enhanced DBS check.
- Education to at least degree level in relevant area such as arts or health and social care.

- Knowledge and understanding of mental health issues and sensitivity to the needs of vulnerable individuals.
- Willingness to work flexibly including some evenings and weekends (a minimum of 22.5 hours per week or 0.6 full time equivalent).
- IT literate including the use of Microsoft Office or equivalent and picture editing programmes.

Desirable Qualities/ Experience

- Driver with own vehicle
- Knowledge of marketing
- Experience as an arts practitioner
- Experience of creating grant applications and bringing in funding in order to build a sustainable project.
- Experience of working with volunteers.
- An interest in the arts and their impact on individuals
- Qualifications in administration/ book-keeping
- Welsh Speaker