Luminate recruitment information

Interim Programme Manager (Maternity Cover)
Part time (28 hours per week) and fixed term for an initial 9 months with possible extension (up to 12 months)

Thank you for your interest in the fixed-term role of Interim Programme Manager (Maternity Cover) for Luminate, Scotland's creative ageing organisation. Please find below a job description and some background information.

How to Apply:
Please send your completed application form by midday on Wednesday 6 September 2023 to Luminate, either by email or post as follows:

 Electronically to: recruitment@luminatescotland.org

In hard copy to: Luminate, First Floor, Causewayside House, 160 Causewayside, Edinburgh EH9 1PR

All applicants are asked to complete our application form. Please do not send a CV along with or in place of this form.

If you would like any of this information in a different format or require support in making an application, please contact us at recruitment@luminatescotland.org or by phone on 0131 668 8066.

Interviews will take place in Edinburgh on Monday 18 September 2023.

If you require further information or would like to discuss the post in more detail please email Luminate at recruitment@luminatescotland.org or call 07920 710229 to arrange to speak to Anne Gallacher, Director.

We look forward to receiving your application and thank you for your interest in Luminate.
Introduction

Luminate is Scotland’s creative ageing organisation. We work across Scotland to ensure that older people’s creativity can flourish whatever their circumstances, experience, interests and ambitions. We are the leadership organisation for creative ageing in Scotland.

Our focus
We are a developmental organisation, and we support the development of creative ageing work in a wide range of contexts. Our creative projects are designed to explore and test new ways of working and/or to engage new communities, and we always share our learning with others to support the development of practice. We run networking, training and other professional development opportunities, and we work with wide-ranging collaborators including artists and cultural organisations, community groups and social care providers.

A major focus for the Interim Programme Manager (Maternity Cover) will be the development and management of regular training and CPD activities for artists and other professionals involved in creative ageing practice, building on initial work recently undertaken.

History
Luminate was originally set up in 2012 to run an annual, nationwide creative ageing festival, embracing a wide range of creative activities and artforms. Over the years the annual festival went from strength to strength, with the ongoing support of founding partners Creative Scotland, the Baring Foundation and Age Scotland. From 2014 a programme of year-round activities began to grow, born out of the success of the annual festivals.

In 2018 the organisation made a bold decision. The year-round projects were proving so successful that these activities needed more attention, so to enable this work to develop the frequency of the festival was reduced to biennial. There was no festival in 2018 and it returned in May 2019.

As we moved into 2020 and the beginning of a new decade, our year-round work was flourishing and in demand, and this prompted a further change: we announced in January 2020 that we would discontinue the nationwide festival to enable us to focus on the growing year-round programme.

Two months later the first pandemic lockdown happened. Of course this hugely impacted our work, and the work of our collaborators. We delivered a range of online programmes to support older people and professionals involved in creative ageing work. This included a remotely-led pilot project with 3 older people’s care homes, a range of professional development opportunities for artists, and a programme to support the wellbeing of artists working in creative ageing contexts.
Larger projects were paused or adapted, with two major programmes subsequently being restarted and completed. Our **Arts in Care** programme provided artist-led activities in 25 care homes nationwide last year, and our exciting long-term residency programme with **Erskine care homes** - which started back in 2017 – restarted in 2021 and has recently drawn to a close. Our collaboration with Erskine enabled us to gain an understanding of the impact of embedding the work of professional artists within a care organisation, and the learning we have gained from this collaboration has shaped our work in social care settings.

The work of our **Dementia Inclusive Singing Network** also moved online during the pandemic, and now supports singing groups restarting across Scotland.

**How we work**
Luminate is one of Creative Scotland's regularly funded organisations, and continues to be supported by the Baring Foundation and Age Scotland. Over the next few months, a major focus will be the development of a new Business Plan and submission of an application to Creative Scotland for Multi Year Funding from April 2025.

The charity has a small staff team and the Interim Programme Manager (Maternity Cover) will work closely with the Director, General Manager, Communications and Policy Manager, Dementia Inclusive Singing Network Co-ordinator and other project staff and freelancers.

Luminate is based in Age Scotland’s Edinburgh office, and we work closely with Age Scotland colleagues. The Luminate staff team operates in a hybrid way, and we expect at least 40% of each team member’s working week to be spent in the office.

Further information on Luminate is available at [https://www.luminatescotland.org/](https://www.luminatescotland.org/) and [https://singing.luminatescotland.org/](https://singing.luminatescotland.org/).

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Photos (clockwise from top left): Creativity for Carers in Harris – photo Al Johnston; Arts and Older People Gathering in Edinburgh – photo Jassy Earl; Erskine care homes sculpture trail – photo Jamie Williamson; Christine Thynne (older artist bursary recipient) – photo Robbie Synge.
Interim Programme Manager (Maternity Cover): purpose of post

The Interim Programme Manager (Maternity Cover) will commission, design, lead and manage a programme that supports the development of creative ageing practice in Scotland. This will include a wide range of professional development activities, creative projects and learning resources. Close collaboration with partners in all sectors involved in creative ageing is a feature of the role, and elements of the programme will be jointly designed and led with some of those partners.

Responsibilities

1. **Programme**
   - Work closely with the Director on the development of a strategic and developmental creative ageing programme.
   - Design and manage creative projects with and for older people and multi-generational participants. Projects will be developmental, testing new ideas and researching approaches.
   - Research, commission and design a range of training and professional development opportunities for artists, cultural organisations, care and community professionals. Lead and co-lead some of these activities, working closely with partner organisations.
   - Develop new resources to support those involved in creative ageing projects, and to inspire growth of this work.
   - Where projects are collaborations, work closely with partners to ensure co-ownership and the smooth-running of all activities.

2. **Project management**
   - Manage all projects and activities from start to finish including liaison with partners, artists, freelance producers, venues and other contributors.
   - In all activities ensure that current legislative requirements and industry standards of good practice are met, including (but not limited to) health & safety and safeguarding.
   - Manage and report on project budgets.

3. **Research, learning and the community**
   - Work closely with the Director on evaluation approaches for Luminate activities. Commission and work with freelance evaluators and researchers where relevant, and write project reports as required.
   - Ensure that mechanisms are in place to enable older people’s views and experiences to inform the development of our work.
• Work closely with the Communications and Policy Manager to ensure that policy developments relevant to ageing, older people and creativity inform the work where appropriate.

4. **Communications and fundraising**

• Work with the Communications and Policy Manager on the marketing of the programme, and on strategic communications that share the learning from our work.
• Work closely with the Director and any freelance specialists to ensure effective fundraising for the programme, supporting aspects of the fundraising process as required.

5. **General**

• Play an active role in Luminate’s future development as a member of the Luminate team.
• Represent Luminate at events run by the organisation and by our partners, funders and collaborators.
• Any other duties commensurate with the level of the responsibility of the post.
• All Luminate roles are self-supporting in terms of administration.

**Person specification**

These are the things we will be looking for from applicants. We recognise that candidates may not have all the areas of experience outlined, so if you match most of these and you are excited about the job, we would love to hear from you.

• A proven track record of designing and managing participatory arts projects
• In-depth understanding of arts engagement in community contexts, and a strong interest in working with older people
• A proven track record of designing and leading professional development opportunities, and producing professional resource materials that have impact
• A collaborative approach to working with Luminate colleagues and with external partners from different sectors
• An understanding of and commitment to inclusion and diversity
• Excellent skills in written and spoken communication
• Ability to think creatively and strategically
• Ability to manage own workload, to prioritise and meet deadlines
## Job details

| Title: Interim Programme Manager (Maternity Cover) |
| Reports to: Luminate Director |
| Dates: Fixed term contract for an initial 9 months with possible extension (up to 12 months) |
| Hours: 0.8 post: 28 hours per week. Exact times to be agreed, but team working patterns generally fit between 9am to 5pm, Monday to Friday (these are the opening hours of our base in Age Scotland’s office). Flexible working will be required outside office hours, and time off in lieu is available in relation to any overtime. |
| Holidays: Pro rata entitlement based on an annual entitlement of 27 days paid holiday leave per year plus 12 statutory holidays, of which 4 statutory days are fixed. |
| Salary: £24,290 per annum for 28 hours per week (full time equivalent £30,363 for 35 hours per week) plus pension. |
| Conditions: The post is subject to a satisfactory PVG Disclosure. |
| Probation: The post is subject to a 3-month probation period. |
| Location: The Luminate staff team operates in a hybrid way, and we expect at least 40% of each person’s working week to be spent in the office. Luminate is based in Age Scotland’s office at First Floor, Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR. Some travel across Scotland will be required, including overnight stays. |

Luminate welcomes applications from all sections of our community. We recognise that there are barriers to working in the arts and that these challenges are experienced more acutely by some people. We are committed to increasing the diversity of those working in our sector and especially welcome applications from those who identify as having characteristics currently under-represented in our sector. This includes people with protected characteristics as defined by the Equality Act 2010 across age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.