



Luminate recruitment information

Programme Manager

Part time (28 hours per week)

Thank you for your interest in the role of Programme Manager 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 9.00am on Monday 3 November** 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 17 November.

If you would like to discuss the post in more detail please email Luminate at recruitment@luminatescotland.org or call 0131 668 8066 to arrange to speak to Anne Gallacher, Director. Please note that Anne is on leave from Monday 27 to Friday 31 October.

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

Scotland's creative ageing organisation

luminatescotland.org

e info@luminatescotland.org

t +44 (0) 131 668 8066

First Floor, Causewayside House, 160 Causewayside, Edinburgh EH9 1PR

Luminate is a Scottish Charitable Incorporated Organisation, No. SC044652

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

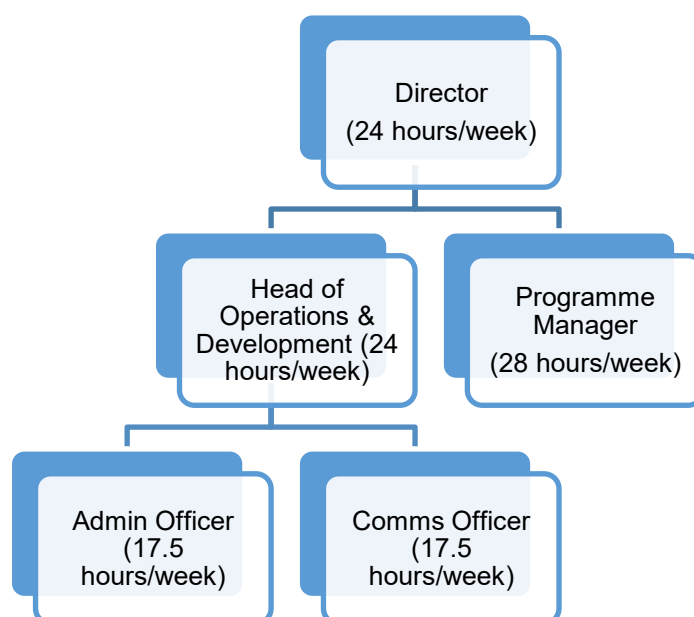
We are a developmental organisation, and we support the development of creative ageing practice in a wide range of contexts. Our creative projects are designed to explore and test new ways of working and/or to engage new communities, and we always share our learning with others to support the development 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.

You will find information about our latest training and development opportunities on our website. We currently have a number of projects in development with the first due to begin towards the end of this month, and information on these will be published soon. They include a dementia inclusive singing project in Johnstone, Renfrewshire; a creative ageing artist residency in Forfar, Angus; and a new creative research collaboration with an older people's organisation and Heriot-Watt University Department of Psychology.

How we work

Luminate is one of Creative Scotland's Multi Year Funded organisations, and we are supported by Age Scotland in whose office we are co-located. Our plans for the period of our Multi Year Funding award – 2025-28 – include a new and extensive locally-based programme which we aim to start in Angus in 2026, and which will have its own locally-based staff member.

The charity has a small staff team, and the current staff structure is shown below.



We are 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 currently expect at least 40% of each team member's working week to be spent in the office.

Further information on Luminate and our work is available at <https://www.luminatescotland.org/> and <https://singing.luminatescotland.org/>.



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.

Programme Manager

The Programme Manager will commission, design and manage a wide range of projects and events that support creative ageing practice in Scotland, including professional development activities, creative R&D projects and learning resources. We operate in a strategic way, and the programme is designed to achieve our strategic aims. Close collaboration with the other team members, as well as external partners in all sectors involved in creative ageing, is a key feature of the role, and elements of the programme will be co-designed and led with some of those external 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 professional development opportunities for artists, cultural organisations, care and community professionals, including seminars, networking activities, bursaries and structured training sessions. 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.
- Maintain an up-to-date knowledge of developments in creative ageing practice.
- Work closely with colleagues to ensure that policy developments relevant to ageing, older people and creativity inform the work where appropriate.

4. Communications and income generation

- Work with the Communications Officer on the promotion of the programme, and on strategic communications that share the learning from our work.

- Work closely with the Head of Operations and Development and freelance specialists to ensure that potential for income generation within the programme is maximised. This may include designing and delivering work specifically with income generation in mind, as well as supporting aspects of fundraising from a range of sources.

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.

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.

Essential

- A proven track record of designing and managing participatory arts projects
- A proven track record of designing and delivering professional development opportunities, and producing professional resource materials that have impact
- In-depth understanding of arts engagement in community contexts, and a strong interest in working with older people
- 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
- Excellent IT skills
- Ability to manage own workload, to prioritise and meet deadlines

Desirable

- Experience of working with older people in a participatory arts context
- Experience of managing budgets
- Knowledge of current trends within arts and ageing

Job details

Title: Programme Manager
Reports to: Director
Hours: 28 hours per week

The post offers a flexible work pattern to be agreed with the successful candidate, subject to the need to ensure staff cover on all 5 days of the working week. One day each week is designated as a team day and all staff are required to work on this day and to come into the office; currently this day is Tuesday.

Our usual office/working hours are 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 full-time (35 hours/week) entitlement of 27 days paid holiday leave per year, plus 12 statutory holidays of which 4 statutory days are fixed.

Salary: £26,272 per annum for 28 hours per week (full time equivalent £32,840 for 35 hours per week) plus pension

Conditions: The post is subject to PVG scheme Level 2 membership for adults, and may require PVG scheme Level 2 membership for children and young people in future (should multi-generational projects be developed)

Probation: The post is subject to a 6-month probation period

Location: The Luminate team operates in a hybrid way, and we currently 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.