



## **Luminate recruitment information**

### **Programme Manager (Angus)**

**Part time (17.5 hours per week) and fixed term for 2 years**

***Salary: £16,995 per annum for 17.5 hours per week (full time equivalent £33,989 for 35 hours per week) plus pension***

Thank you for your interest in the new role of Programme Manager (Angus) with 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 9am on Monday 20 April** to Luminate, either by email or post as follows:

**Electronically to:** [recruitment@luminatescotland.org](mailto: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 this information in a different format or require support in making an application, please contact us at [recruitment@luminatescotland.org](mailto:recruitment@luminatescotland.org) or call 0131 668 8066.

**Interviews will take place in Angus (location and venue tbc) on Wednesday 6 May.**

If you would like to discuss the post please email [recruitment@luminatescotland.org](mailto:recruitment@luminatescotland.org) or call 0131 668 8066 to arrange to speak to Anne Gallacher, Director.

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

#### **Scotland's creative ageing organisation**

[luminatescotland.org](http://luminatescotland.org)

e [info@luminatescotland.org](mailto: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.

### **Background to this role**

This is a new post, located in the county of Angus and supporting the development of creative ageing activities across the county. It is an exciting opportunity to develop a programme of work which is co-designed with local artists, communities and organisations, and to explore the impact of a localised, cross-sectoral approach to creative ageing. The Programme Manager (Angus) will act as a creative ageing supporter, champion, adviser, connector, provocateur, and provider of projects and training.

The postholder will work collaboratively, learning from people in the community and supporting local capacity, skills and knowledge to ensure a legacy for creative ageing practice locally when the post comes an end. The work will be independently evaluated.

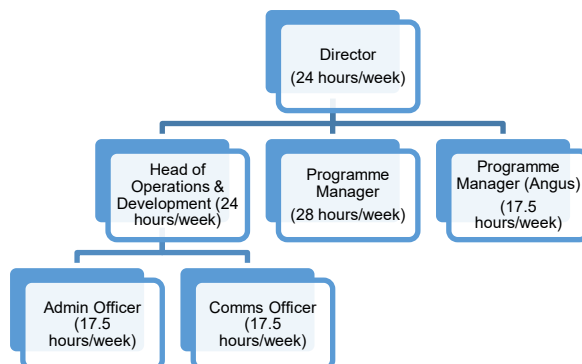
Recent work in Angus has included collaboration with Angus Health and Social Care Partnership, Voluntary Action Angus, ANGUSalive Libraries, Lochside Connections Dementia Meeting Centre and the Deirdre Knight Centre in Forfar. We are excited to build on these relationships and to expand our activities in the county.

### **Luminate’s 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.

### **How we work**

Luminate is one of Creative Scotland’s Multi Year Funded organisations. We have a small staff team, and the current staff structure is shown below.



Luminate is also supported by Age Scotland, and most of our team is based in Age Scotland's Edinburgh office. We work closely with our Age Scotland colleagues. The new Programme Manager (Angus) will be based in the county, and will spend a minimum of 1 day each month in the Edinburgh office. We will discuss the day-to-day working arrangements with the successful candidate; home working may be possible if the new postholder is based in the county, and if not, alternative office arrangements will be put in place in the local area.

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 (Angus) - the role**

The Programme Manager (Angus) will work with local artists, communities and organisations to support the development of creative ageing practice across the county. They will act as a creative ageing supporter, champion, adviser, connector, provocateur, and provider of projects and training. Close collaboration with other team members in Edinburgh, as well as external partners in all sectors involved in creative ageing in Angus, is a key feature of the role.

*Note: As this is a new post, we expect to monitor the development of this job description in collaboration with the post holder.*

## **Responsibilities**

### **1. Programme**

- Build strong and collaborative relationships with local artists, communities and organisations involved in creative ageing activities in Angus.
- Work closely with local communities and partners to support existing creative ageing activities and plans.
- Work with local communities and partners on the co-design of projects that respond to local needs, priorities and aspirations.
- Research, commission and design a range of professional development opportunities for artists, cultural organisations, care and community professionals in the county. Lead and co-lead some of these activities, working closely with partner organisations.
- Work closely with other members of the Luminare team to ensure that the Angus programme is informed by national learning, and that the learning from the Angus work impacts on our national programme.
- Where projects are collaborations, work closely with partners to ensure co-ownership and the smooth-running of all activities.

### **2. Project management**

- Manage agreed projects and activities from start to finish including liaison with partners, artists, freelance producers, venues and other contributors.
- Where other partners have the lead project management role, represent Luminare at planning meetings and on steering groups.
- 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**

- Build effective relationships and dialogue with partner organisations and groups.
- 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 Director and other Luminare colleagues on evaluation approaches for Luminare activities in Angus.
- Work closely with Luminare 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 is maximised. This may include 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**

- In-depth understanding of arts engagement in community contexts, and a strong interest in working with older people;
- Ability to develop effective working relationships in a range of community contexts;
- Proven track record of working collaboratively with communities and with organisations from different sectors;
- Good understanding of the local artistic and cultural scene in Angus;
- Proven track record of designing, co-designing and managing arts projects;
- Collaborative approach to working with Luminate colleagues and external partners;
- 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

<b>Title:</b>	Programme Manager (Angus)
<b>Reports to:</b>	Director
<b>Dates:</b>	Fixed term contract for 2 years
<b>Hours:</b>	17.5 hours per week

The post offers a flexible work pattern to be agreed with the successful candidate. The Edinburgh team spends every Tuesday working in Age Scotland's office; the Programme Manager (Angus) will be expected to join colleagues online for meetings on Tuesdays each week, and to spend at least one Tuesday each month in the Edinburgh office (travel costs to Edinburgh will be reimbursed in line with Luminate's expenses policy).

Our usual working hours are 9am to 5pm, Monday to Friday, and team members' regular working hours fall within those times. Flexible working will be required outside these regular hours, and time off in lieu is available in relation to any overtime.

<b>Holidays:</b>	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.
<b>Salary:</b>	£16,995 per annum for 17.5 hours per week (full time equivalent £33,989 for 35 hours per week) plus pension
<b>Conditions:</b>	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)
<b>Probation:</b>	The post is subject to a 6-month probation period
<b>Location:</b>	We require the post to be based in Angus, and to spend a minimum of 1 Tuesday each month in the Edinburgh office. We will discuss the day-to-day working arrangements with the successful candidate; home working may be possible if the new postholder is based in the county, and if not, office arrangements will be put in place in the local area.

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.