



Job Opportunity

Centre Manager at Chapel FM Arts Centre

Heads Together aims to use the arts to inspire a creative vision in individuals and communities. The Company has been delivering community arts across Yorkshire and beyond for over twenty five years – you can find out more background information at www.headstogether.org

Our East Leeds FM community radio project started in 2003. It has been remarkably successful, encompassing a broad range of creative arts work including live music, spoken word and community journalism. In October 2014 we launched Chapel FM—the first-ever dedicated arts venue in East Leeds. With support from a range of trusts and from the Arts Council of England we were able to save an old chapel in Seacroft and create something quite remarkable—a beautiful new arts venue which combines state-of-the-art studios with a beautiful radio theatre complete with raked pews, restored pipe organ and specially commissioned stained glass windows. In the coming year we will be undertaking a major expansion, having purchased the adjacent Methodist Church Hall and raised money link the two buildings and add new features that will broaden the scope of our work.

In the past year over 18,000 people visited Chapel FM; over half of them to participate in one of our training opportunities¹.

We are now looking to appoint a new Centre Manager to work closely with the Chapel FM delivery team to develop and oversee implementation of many aspects of the venue.

First and foremost you would be joining an established community arts company and you must have a passion for working with people in formal and informal learning situations. At the same time we are looking for someone who has an understanding of the technical equipment connected with recording and broadcasting, and a willingness to learn and get to grips with new technical processes (the Chapel is packed full of state-of-the-art equipment) and share that understanding with others.

This post is offered on a salary scale between £19,000 and £25,500 (with starting salary depending on previous experience).

If you are interested in applying for the post, please complete the application form on Pages 6-9 of this document and email it to info@headstogether.org, together with a full cv, to arrive by 10am on Monday January 6th 2020. We will be arranging interviews for short-listed candidates on Friday 10th January.

This document contains: Job Description p2-4; Competencies p5; Practical Considerations p6; Application Form p7-12)

¹ For more information about Chapel FM— <https://www.chapelfm.co.uk/about/our-organisation>.



JOB DESCRIPTION

1. Job Title **Centre Manager - Chapel FM Arts Centre**

2. Job Purpose **To oversee the smooth running of Chapel FM Arts Centre (the 'Centre') for Heads Together.**

3. Organisation Position

This is developmental role, working closely with the Chapel FM delivery team. Director, Chapel FM Arts Centre will manage the post.

4. Key Results Areas

- a. To develop and oversee all systems that ensure the building operates safely and effectively
- b. To ensure the smooth operation of the programme of activities agreed with the Chapel FM team
- c. To oversee an effective publicity and marketing strategy for the Centre
- d. To work with the Participation Manager and the Director, Chapel FM Arts Centre in order to monitor and evaluate the effectiveness of the Centre.

5. Main Tasks

- a. To be responsible for developing effective systems for the operation of the building and training the various staff and volunteers to be able to effectively and safely use the Centre
- b. To maintain the building as well assist in the provision of the equipment resource within the Centre
- c. To have specific responsibilities for health and safety and security for the building



- d. To facilitate the effective delivery of the programme of performances, broadcasts and training at Chapel FM, ensuring the attendance of the correct staff and volunteers as appropriate, the presence of appropriate equipment, relevant information for participants and audience, and operation of booking systems, policies etc.
- e. To oversee the delivery of all aspects of marketing and publicity for the Centre including maintaining and enhancing the web presence and social media for Chapel FM.
- f. To be a key point of contact for all people interested in being involved in Chapel FM and to maintain and enhance practical partnerships and contractual agreements with local organisations, artists and performers.
- g. To encourage a range of people to volunteer with Chapel FM and to oversee their involvement and development, working closely with the Chapel FM delivery team
- h. To develop processes for effectively monitoring the work done at Chapel FM

6. In Addition

All Heads Together staff are expected to:

- a. Meet with the Heads Together team on a regular basis to discuss progress and plan future tasks, workload and training needs
- b. Take part in all reflective processes including completing reflective journals for all aspects of their work
- c. Actively inform and promote the work of Heads Together to external partners/ collaborators.
- d. Operate safely in the workplace, observing Health and Safety Regulations.
- e. Observe organisational practices regarding Equal Opportunities, Codes of Conduct, staff development.
- f. Attend relevant training as required and develop an individual learning plan as part of the Heads Together appraisal process.



- g. Undertake such other duties as appropriate to the post as may be required from time to time by the Director, Participation Manager, Chapel FM Arts Centre or the Heads Together Team.

7. Job Details

- a. The salary for this post will be on a scale of £19,000 to £25,500. The starting salary will depend on the successful candidates skills and previous experience.
- b. This post is offered as a permanent contract at 28-35 hours per week on a flexible basis. The job will include some evening and weekend work. There is no provision for overtime payments although time in lieu may be taken as per the Company guidelines.
- c. Employees are entitled to 25 days annual leave plus statutory days, and an additional day off for their birthday.
- d. Heads Together Productions operates a Workplace pension scheme through NEST and guarantees the minimum legal employer contributions.
- e. As this post involves working alongside young people and vulnerable adults, the appointment will be subject to obtaining full references and a DBS check
- f. Heads Together is a not-for-profit company limited by guarantee.
- g. The Heads Together team currently comprises 7 staff and a range of associate freelancers.



Competencies needed by a Centre Manager

General requirements for someone working in this role for Heads Together

CREATIVE PRACTICE

- must be confident in their own creative skills and be prepared to take creative risks
- must strive to be innovative; combining knowledge, skills and experience to suggest new ideas and approaches
- must show a commitment to continually improving their teaching and learning skills through reflective practices; analysing and evaluating to ensure that lessons are learned and applied both during and after project delivery

RELATIONSHIP BUILDING

- the basis of all their work should be a desire to involve others in their work; whatever their background, experience or understanding. They will always be prepared to support diversity.
- must thrive in a collaborative environment, prepared to work alongside other staff as well as participants in the planning, delivery and evaluation of arts workshops and projects—to share ownership of the work

PERSONAL ATTRIBUTES

- there must be consistency in all aspects of their work and relationships with others and pay attention to the detail of any project
- they should show tenacity at all times; in their creative, participatory, and professional work and relationships
- must be comfortable working with multiple overlapping tasks and projects and be able to prioritise between concurrent deadlines.

THINKING

- will be committed to continuing their own professional and self development
- will be aware of the need to make judgements and decisions independently; whilst at the same time understanding their own professional responsibility and be able to judge when and how to refer decisions to others in the team



PRACTICAL CONSIDERATIONS

- We see Chapel FM as both a beacon of community arts work within East Leeds as well as a unique destination arts venue. We are looking for someone who can make sense of these dual roles in both a creative and technical sense. A knowledge of the local area will be an advantage to potential applicants
- The job will include evening, weekend work and work that will specifically take place during school holidays to encourage involvement of school-age volunteers
- We are looking for someone who has a good understanding of radio and experience of broadcasting. We are happy to consider transferable skills from other creative and educational backgrounds but we would expect you to be able to demonstrate a real passion for radio as an art-form, as well as be excited and interested in the potential of collaborating with the other art-forms which make up the whole offer at Chapel FM
- As a community arts worker, you must also be able to show experience and commitment to working with others—people of all ages and all backgrounds and abilities.
- The post holder will need a certain amount of technical skills and knowledge. We don't expect you to start the job proficient in all technical aspects of the work but you must be the sort of person who can pick up technical skills quickly. Having said that, the successful applicant will be required to edit 'fast and hard' right from the off!
- If you would like to find out more about Chapel FM, have a good look at our website www.chapelfm.co.uk including the virtual tour and annual report...
- Heads Together is an equal opportunities employer and we encourage applications from all individuals regardless of age, disability, race, gender, caring responsibilities, sexual orientation, religion or belief.

HOW TO APPLY

- **On the following four pages there is a simple application form.** It has been created as an interactive PDF so you should be able to fill it in and then send it to us as a pdf. If you do have any problems with the form, then do feel free to recreate it (although we would ask you to send a final version as a PDF—that means no problems with system fonts etc). **Please consider how your knowledge, skills, experience and qualities meet the Competencies listed as well as the Job Description.** We are not forcing a strict word-count, but please don't write much more than the space allows...
- **We would also like you to send us a cv** (again in pdf format)
- **Please send both to info@headstogether.org to arrive before 10am on Monday 6th January 2020.**



To apply for the post of Community Arts Worker (Broadcasting) at Chapel FM, please complete the following application form and submit your cv. Both documents to arrive (in pdf format) by 10am on Monday 6th January 2020. Email to info@headstogether.org

About You

First Name Surname

Address

..... Post code

Email Phone number

If you are shortlisted can you attend an interview on Friday 10th January?:

If you are short-listed, we would like to ask a few simple questions to two people who can provide a reference for you before interview. Can you give details of two referees below:

Referee 1

First Name Surname

Role/Job Title

How do you know them?

Email Phone number

Referee 2

First Name Surname

Role/Job Title

How do you know them?

Email Phone number



1. **Outline details of any training** (with or without formal qualifications) **or other forms of professional development that you have undertaken which you think are relevant to the Community Arts Worker post.** *For each qualification or element of training, please give us some detail of the skills that you gained—don't assume we will know!*

2. Give details of any work (paid or unpaid) that you have undertaken which you think are relevant to the post. Give us some detail of your responsibilities for each post.

3. Give details of any work (paid or unpaid) that you have undertaken which you think are relevant to the post. Give us some detail of your responsibilities for each post.

4. With reference to the list of competencies and the job description, give us any additional information about why you think you would be good at this job.

