



## Starcatchers seeks Creative Kin Project Coordinator

**STARCATCHERS**

**Scotland's National Arts and Early Years Organisation**

**Title of post: Creative Kin Project Coordinator**

**Accountable to: General Manager**

**Contract type: Fixed-term freelance contract to summer 2023**

**Fee: £25,000 pa pro rata**

**Hours: 0.4 FTE, equivalent of two days per week on average**

**Location: Irvine, North Ayrshire, with visits to the Starcatchers office in Edinburgh**

**Key dates: Preparatory work and meetings beginning as soon as practicable, with delivery of activity to start in January.**

We are looking for an energetic, creative and highly-organised individual to coordinate our arts-based project with kinship families in North Ayrshire. You will have experience of organising projects or activities for families and have a personable nature that makes people feel welcome and at ease.

This role would suit someone who has either a background in the arts, community working, health or social care, based in (or within easy access of) North Ayrshire. Exceptional organisational skills and people skills are both required, as this role involves scheduling and planning, as well as hands-on delivery with very young children aged 0-3 and their kinship carers. Given the current public health measures, this project will also involve coordinating online digital activity through private social media groups.

An Early Years Artist will have responsibility for designing and leading the programme of arts-based activities, and you will work closely with them both in the planning of the project as well as supporting the delivery of every in-person session and online post. While artistic skills are welcomed, the main requirement of the Coordinator is an enthusiasm for creativity and an understanding of how the arts play a powerful role in bringing people of all ages together and improving wellbeing.

Both the Early Years Artist and Project Coordinator have a joint responsibility to ensure the sessions are meeting the aims of the project, cooperating effectively and respecting each other's skill sets. Both roles will be line managed by the General Manager, who will hold the budget and have overall responsibility for the project.

### **Oct-Dec 2020:**

By negotiation and to fit with availability, the Early Years Artist and Coordinator plan Creative Kin, working closely with the Starcatchers team. There may be the option to deliver some taster activity with families, either online or in person, during this period. It is not expected that the post-holder works a regular two days each week during this period.

### **Jan 2021 – May 2023:**

Contracted work, at two days per week Regular weekly activity begins, with breaks for school holidays. Each day will include up to two workshop sessions and includes sharing a healthy snack. The day of the week is still to be confirmed, but it will be the same day each week, and will be during school hours. The Coordinator and Early Years Artist are required to be on-site in Irvine for a full day every week, and it is anticipated that they will need a further day each week at the desk for planning (or equivalent hours split across the week). This can be done from home or we can source a hot-desk facility in North Ayrshire.

Four additional weekend dates will be programmed over the course of the year to allow wider family to engage in creative activities with the young children (older siblings, carers' partners, birth parents)

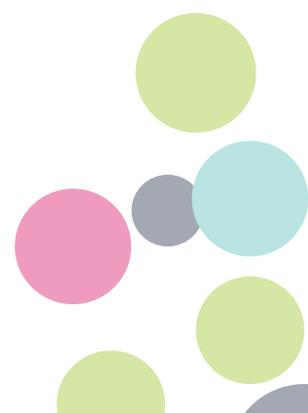
North Ayrshire venues can include a range of spaces to reflect the interests and needs of the group, expanding connections with communities.

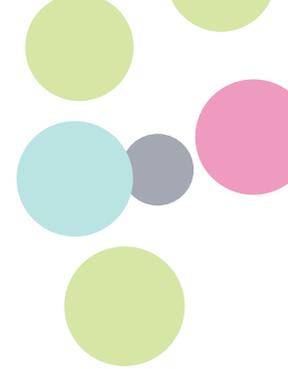
### **June-July 2023:**

By negotiation and to fit with availability, the Early Years Artist and Coordinator wrap up and evaluate Creative Kin, working closely with the Starcatchers team. It is not expected that the post-holder works a regular two days each week during this period.

### **COVID-19 adaptations**

The above schedule was planned before the COVID-19 pandemic. Creative Kin's delivery model will need to be flexible in order to run uninterrupted throughout the phases of the government's route map. It is anticipated that the activity will initially take place outdoors, sheltered in a temporary structure, before moving to an indoor location.





We intend to be flexible with the activity delivery between Oct-Dec 2020 to reflect the pre-existing commitments the families and project team may have in place. The scheduling of the sessions is important and relies on information about the new school provision; carers must be able to attend with their 0–3-year-old children and without older children.

Digital platforms will be used in conjunction with the weekly outdoor or indoor gatherings to provide uninterrupted wrap-around resources, contact and connection for families. The Coordinator and Artist are required to be knowledgeable about how to engage effectively with families across both settings. Starcatchers has a COVID-19 Policy to ensure the safety of staff and participants, and provides high-level support for the management, marketing and digital communications of its projects.

There is a requirement to have regular meetings with both the Starcatchers and Children 1st teams. The office staff are currently working remotely so meetings are being held digitally on a weekly basis with the General Manager and monthly with the wider team. We anticipate in-person meetings in our Edinburgh office base to resume in line with government guidelines.

**Closing date:** Monday, 14th September 2020 at 5pm

**Interview dates:** Monday 21st - Thursday 24 September 2020 by video call

**Access:** If you would prefer a face-to-face interview in Irvine to a video call, for access reasons, please advise us as part of your application.





### **Background to Creative Kin**

Creative Kin is a 3-year project funded by The National Lottery Improving Lives, The RS Macdonald Charitable Trust, and the Scottish Power Foundation.

Creative Kin is an arts for social change project working alongside Kinship Carers and their families in North Ayrshire and sits as part of Starcatchers' Community Engagement activity.

### **Background to Creative Kin**

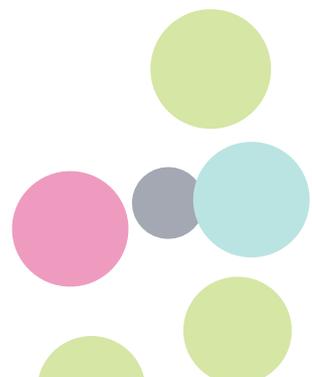
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Creative Kin is an arts for social change project working alongside Kinship Carers and their families in North Ayrshire and sits as part of Starcatchers' Community Engagement activity. Starcatchers, in partnership with Children 1st, ran a successful pilot project from 2017-2019 and the evaluation film can be viewed here: <https://vimeo.com/324907799>

Working strategically with Children 1st and local health and social partners, we will offer a programme that builds on carer's parental capacity, strengthens attachment and contributes to positive health and wellbeing of both the carers and their children. This programme will complement the other Kinship Care services being provided in the area.

### **Purpose of the role**

- To coordinate the schedule and delivery of the Creative Kin project.
- To support the project to achieve excellent artistic and social outcomes.



- To nurture and grow a strong network of referral agencies and partners for Creative Kin.
- To work with the Starcatchers team to ensure evaluation, reporting and funding targets are met.

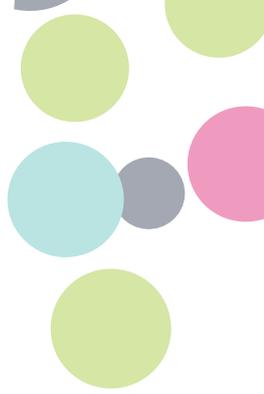
The Project Coordinator will be required to undertake a PVG check through Disclosure Scotland.

### **Specific duties and responsibilities**

- Coordinate the successful day-to-day running of Creative Kin and attend every session
- Coordinate the successful wraparound digital platform
- Build strong, trusted relationships with the families, engaging with them through participatory arts activities both in person and online
- Support the Early Years Artist to ensure all session and online content reflects the needs of the families
- Develop and maintain relationships with partners to support the development of project
- Manage the expenditure to ensure the project is delivered within budget, in regular contact with the General Manager
- Prepare and distribute agreements for venue hire, visiting artists, other providers
- Maintain the key project planning documentation, including the project schedule, contact info, register of participants, risk assessments etc
- Handle communications about the project with participants and partners, and be the first-point-of-contact for all project enquiries
- Gather appropriate data and feedback, contributing evidence that the agreed outcomes are being met
- Lead on annual report-writing, supported by the Starcatchers team
- Collect high quality photos, feedback and case studies to demonstrate the impact of the project for individuals
- Ensure appropriate safeguarding measures are followed and consent in place

### **General**

- Fully participate in project meetings and events as required (weekly and monthly)
- Attend relevant training as and when required



- Positively represent Starcatchers at events
- Any other duties appropriate to the post and organisation

### **Qualifications and experience**

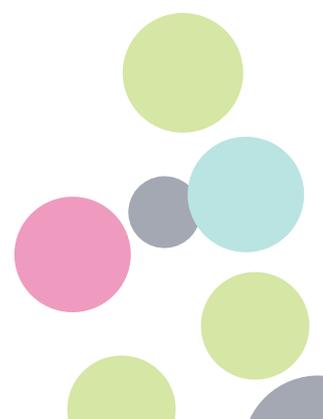
- SCQF Level 9 in arts, youth, family, wellbeing, social, or similar area of study (or equivalent professional experience)
- Minimum three year's work in project coordination, involved in the smooth delivery of community engagement activity
- Experience working with Early Years children or families

### **Essential skills and abilities**

- Excellent project management skills
- Excellent communication skills, both oral and written
- Excellent interpersonal, organisational and planning skills
- Efficient IT skills
- Proven experience running private groups on social media platforms: managing membership requests, building good relationships with participants, responding in a timely fashion to posts and questions, supporting the Early Years Artist in getting their creative content uploaded.
- Ability to handle multiple priorities and being able to work to tight deadlines
- Evidenced experience of managing budget expenditure
- An ability to work as part of a small team and show initiative
- An ability to work independently and manage your own workload
- Ability to develop good working relationships with artists, project partners, funders and other staff

### **Desirable**

- Educated to degree level in arts, youth, family, wellbeing, social area of study
- An understanding of the role creativity plays within child development and education
- Knowledge of how the arts can support social change
- An awareness of the wider Care policy agenda



- Skills in digital design, creating films from a mobile phone etc
- A full driving licence and access to own car

### **Personal qualities**

- Ability to think strategically and imaginatively
- Approachable, empathetic manner
- Analytical and problem-solving skills
- Energy and commitment

### **How to apply**

To apply, please download and complete the Application Form and return it to [Judith.walsh@starcatchers.org.uk](mailto:Judith.walsh@starcatchers.org.uk) by Monday, 14th September 2020 at 5pm.

In the interest of equal opportunities we want to ensure that information about candidates is provided in the same format, therefore all applicants are required to complete our application form and CVs will not be accepted.

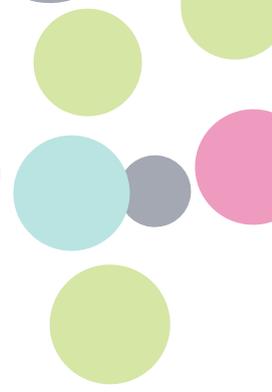
Alternatively, you may submit a video application outlining your skills, experience and artistic vision along with your qualifications and work history details. Please contact [judith.walsh@starcatchers.org.uk](mailto:judith.walsh@starcatchers.org.uk) to arrange.

Starcatchers welcomes applications from all sections of our community. We also ask all candidates to complete a short equal opportunities survey on Survey Monkey so we can anonymously collect information to enable us to monitor the effectiveness of our equal opportunities policy. This information is anonymously stored and for statistical purposes only. Please follow this link to complete the survey – <https://www.surveymonkey.com/r/RTPD8XK>

If you have any questions about the role or to make the application process as accessible as possible, please call Judith for an informal chat on 07976 531 117.

**Starcatchers**





Starcatchers is Scotland's National Arts and Early Years Organisation, charity registration SC042222. Our vision is that every child is inspired through innovative, beautiful, collaborative arts and cultural experiences from birth regardless of where they live or their background.

Our work is driven by evidence of the hugely positive impact that engaging and participating in arts can have on a child's development and overall wellbeing, and by our commitment to ensure children's rights under the United Nations Convention on the Rights of the Child are fulfilled. Since 2006 we have delivered consistently across three programmes of work:

We connect artists with some of Scotland's most marginalised families and communities, offering a long-term creative early intervention approach to building parental capacity, family resilience and cognitive, physical, emotional and social skills for life.

Our projects provide safe, nurturing opportunities for carers and children to have fun and be creative together. Relationships and parent/child bonds are strengthened through these shared experiences in arts activities such as music, drama, creative movement, mark-making, storytelling and puppetry. The arts are also exceptional tools for empowering very young children whose language is still in development, enabling them to communicate in ways that are meaningful for them. Our activities support the adults who care for these young children, including teen mums, kinship carers, and adults facing challenges of living in poverty.

We reach children and families through live theatre, music, dance and arts installations, with a commitment to delivering high quality, inspirational experiences in areas of deprivation and rural areas.

We provide unique artist-facilitated training and professional development for early years professionals across sectors, recognising the crucial role that adults play in facilitating the best creative opportunities for very young children. We also support and nurture the expertise, curiosity and creativity of artists who want to develop their professional practice in Early Years.

## **STARCATCHERS EQUAL OPPORTUNITIES POLICY STATEMENT**

Starcatchers wholeheartedly supports the principle of equal opportunities and values the individual contribution of people, irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic, or national origin, history of illness, needs of dependents and/or parenthood.

We believe that it is in the company's best interests, and all those of who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment and training opportunities arise. To this end we are committed, within the framework of the law, to achieving and maintaining a workforce who broadly reflect the local community in which we operate. Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.