



**JULY 2021**

**LEARNING AND TALENT DEVELOPMENT MANAGER**

Dear Applicant,

Thank you for your interest in working with Absolutely Cultured. We are a cultural development organisation passionate about the ability of arts and culture to be a vehicle for change.

Working for Absolutely Cultured offers you a unique chance to gain experience and develop skills in a team that seeks out opportunities to strengthen Hull's cultural landscape, and the role it can have in the city's growth and development.

The organisation is at an exciting stage of development, currently working to transition our Humber Street Gallery venue, our visual arts, talent development and learning & participation programmes into an integrated, vibrant and audience-focused offer, providing multiple opportunities for audiences and practitioners. At the same time, volunteers from our groundbreaking volunteer programme are increasingly working in communities beyond the city centre, exploring how creativity can impact peoples' lives through our social action work. Joining the Absolutely Cultured team at this pivotal time will provide a rare opportunity to shape its future.

We are committed to providing equality of opportunity for all staff and welcome applications from all individuals for advertised jobs that match their skills and interests.

We are committed to the fair treatment of all employees and applicants and require all employees to abide by and adhere to this general principle. We aim to meet both our statutory duties in relation to equal opportunities by complying with the terms of the Equality Act 2010, and to follow accepted good practice in this area.

As well as information specifically related to the position of **Learning and Talent Development Manager** at Absolutely Cultured, this recruitment pack provides the following information:

- Details on how to apply
- Information about Absolutely Cultured
- Job Description and Person Specification
- Employment Terms and Benefits

I hope that you find this information helpful, and we look forward to receiving your application.

Yours faithfully,

Stephen Munn  
CEO and Artistic Director

## **ABOUT ABSOLUTELY CULTURED**

Absolutely Cultured is a cultural development organisation and registered charity working across artforms to create opportunity and space for amazing cultural experiences to happen.

Our ambition is to help make Hull an even better place to live, work, visit and learn and to do this we work in partnership across all sectors of the city, including arts, health, regeneration and education.

We work to advance cultural opportunities for the city, its residents and for creative practitioners that otherwise wouldn't exist, to enhance Hull's cultural offer and increase the relevance and value of the arts in peoples' lives.

Absolutely Cultured is driven by Partnership, Place Shaping and Social Cohesion. Our work builds on our beginnings as the successor company to Hull 2017 and is the glue that binds and supports a cultural offer in the city centre as well as in Hull's outlying communities. Find out more about what we do [here](#).

### **Our Vision**

To enrich the lives of the people of Hull through facilitating cultural programmes of excellence.

**Hull.** Where the creation and creativity of arts and culture are embraced, valued and intrinsically linked to the prosperity of the city and to enriching people's lives.

**Hull.** Among the most culturally engaged cities in the UK, where local, national and international arts and culture are part of the city's DNA and as available as water.

**Hull.** Where opportunities to engage in the arts and culture are varied and prevalent.

**Hull.** Where careers in the arts and cultural and creative industries are real options, with ambitions and aspirations nurtured and supported.

## **HOW TO APPLY**

Please ensure you have read the information below before applying.

### **Job Description and Person Specification**

The job description and person specification outline the role purpose and key accountabilities of the post as well as the experience, knowledge and skills that we are looking for. You should make sure that you meet all the essential criteria and demonstrate this through your application.

### **Equality Monitoring**

We ask candidates to provide equality monitoring information by completing our Equal Opportunities Form so that we can monitor our equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

### **How to Apply**

To apply, please submit an [equal opportunities form](#) and email a covering letter or supporting statement (no more than two side of A4) and curriculum vitae to [recruitment@absolutelycultured.co.uk](mailto:recruitment@absolutelycultured.co.uk).

**Applications must be completed and submitted by midnight, Sunday 1 August 2021.**

If you have any questions or want to discuss the post before applying, please contact us via email to [recruitment@absolutelycultured.co.uk](mailto:recruitment@absolutelycultured.co.uk).

**Interviews will take place on Wednesday 11 August 2021.**

We would like to thank you for your time and effort in submitting your application.

## JOB DESCRIPTION

<b>POST:</b>	<b>Learning and Talent Development Manager</b>	<b>DEPARTMENT:</b>	<b>Creative Programme</b>
<b>REPORTS TO:</b>	<b>Head of Creative Programmes</b>	<b>DIRECT REPORTS:</b>	<b>None</b>

SALARY: £27-£30,000 pa dependent on experience

LOCATION: Hull

CONTRACT TYPE: Full Time

Absolutely Cultured Ltd is looking to appoint a Learning and Talent Development Manager. This is a great opportunity to work with the Absolutely Cultured team on developing our cross-artform programme and the key role that arts and culture will play in Hull's COVID-19 recovery.

### ROLE

Reporting into the Head of Creative Programme, the Learning and Talent Development Manager will be an integral player within the Creative Programme department of Absolutely Cultured. You will work collaboratively with the team to develop the company's learning strategy and ensure learning and talent development opportunities are embedded across our creative programmes, which include events and commissions, exhibitions at Humber Street Gallery and social action projects in communities. You will also lead on developing and delivering talent development and learning programmes that work with local partners, schools, further and higher education.

Integral to the role is supporting the development of Generation Hull, Hull's Local Cultural Education Partnership (LCEP). You will work closely with the Chair of Generation Hull to manage its progression as a joined-up arts and education offer locally, and as a fundamental resource for children and young people in the city. You will play a role in building strategic networks within and beyond the city to nurture strong relationships with schools, university, colleges and other cultural organisations, developing a programme which is inspiring and responsive.

We are looking for an experienced individual with an excellent understanding of the education and creative sectors, who can think creatively to plan and deliver engaging projects as well as strategically to implement lasting change.

## **RESPONSIBILITIES**

- As an active member of the Creative Programme team you will act as a central point for the planning, development and implementation of learning and talent development activity and projects across Absolutely Cultured's programme.
- Ensure all learning and talent development programmes are relevant and inclusive for all.
- Develop and deliver an audience centric learning strategy which operates within its own aims but also enhances and is enhanced by our Creative Programme and Social Action strands.
- Build and nurture relationships with schools, education, community and cultural organisations across Hull.
- Develop opportunities and further develop partnerships with the University of Hull and Hull College.
- Liaise with local educational institutions such as the University and Hull College to develop and deliver masterclasses, modules and courses around arts and cultural management.
- Work closely with creative practitioners to identify, create and deliver programmes that are beneficial to their career development.
- Work in partnership with Hull's LCEP and cultural learning partners to develop a strategic approach to arts and cultural education for children and young people in the city.
- As part of our creative programme and projects, work with the team to provide cultural learning opportunities in schools, colleges, communities, university at events and in Humber Street Gallery.
- Work closely with the marketing team to develop content and resources for any printed, online, or other channels that may be integral to the learning and talent development programme.
- Advocate and actively promote regionally and nationally Absolutely Cultured's commitment to engaging children, young people and adults in arts and cultural activities.
- Ensure learning projects are monitored and evaluated and that learnings are adopted and used to enhance future projects.
- Work closely with the Head of Creative Programmes to ensure Absolutely Cultured's learning strategy is relevant and in keeping with best practice and funding requirements.
- Represent the team at local and national meetings and events that are focused towards learning and engagement.

## **PERSON SPECIFICATION**

### **REQUIRED SKILLS & EXPERIENCE**

- Significant experience of developing and delivering creative learning programmes with or in arts and/or education settings.
- Knowledge of the arts sector and the professional development needs of creative practitioners.
- Proven track record of taking a strategic approach to arts engagement in learning environments.
- A collaborative approach and creative ability to develop new ideas for learning and engagement projects.
- An innovative approach; able to plan, implement and continually adapt a learning or project plan.
- Strong project management skills and practical experience.
- An understanding of the national education landscape and best practice in the sector.
- The ability to adapt to engage with different participants from students and families, to teaching staff, cultural partners and community groups.
- A commitment to ensuring diversity, inclusion and accessibility and to championing this with partners and colleagues.
- Excellent internal and external relationship-building skills with a wide range of stakeholders.
- Confident decision maker with the ability to work under pressure and to tight deadlines.

### **DESIRABLE SKILLS & EXPERIENCE**

- Knowledge and understanding of the context and characteristics of Hull and surrounding areas in terms of geographical, education, social and community landscapes.
- Experience of working with artists or creative practitioners on their professional development.
- Fundraising for projects.
- The ability to work outside of typical working hours if required.
- Experience of delivering online workshops.
- to engage a range of participants such as creative practitioners, school groups or students.

## **PERSONAL CHARACTERISTICS**

- Positive, proactive and can-do approach to work.
- Positive attitude to all visitors in line with Absolutely Cultured's Equality and Diversity Policy.
- Flexible approach to working hours.
- Ability to self-motivate and use initiative when working alone.
- Reliable and committed, to work as part of a team.
- Interest in and knowledge of the arts and understanding of the mission and values of Absolutely Cultured.
- Ability to work collaboratively towards shared aims.
- Ability to horizon scan and plan strategically to drive change.

## **BEHAVIOURS**

- **Makes things happen:** Is self-motivated, focused and proactive. Goes the extra mile to ensure delivery and to achieve outcomes.
- **Thinks strategically:** Looks ahead to scan opportunities. Maintains awareness of the broader context we operate within.
- **Is Entrepreneurial:** Thinks creatively and embraces innovation to identify opportunities, to solve problems and to find different ways of doing things to better achieve our mission.
- **Works collaboratively:** Looks for ways to work in partnership and to involve stakeholders and audiences to be greater than the sum of our parts. Promotes team work and cooperation.
- **Focuses on solutions and outcomes:** identifies and deals with obstacles to success, taking ownership of tasks, goals and targets. Assesses objectives and plans work to achieve goals.
- **Learns and develops:** Reflects on and evaluates work in order to continually learn and improve. Makes suggestions and offers ideas for improvements that can benefit the wider organisation. Is open to and acts on feedback.
- **Encourages and supports:** Takes an open approach to knowledge exchange, sharing best practice and celebrating success. Proactively encourages others to develop in their roles.
- **Adapts and responds:** Works flexibly to recognise changes arising and responds accordingly. Is open to change and opportunities.

## **EMPLOYMENT TERMS AND BENEFITS**

### **LEARNING AND TALENT DEVELOPMENT MANAGER**

Details of the post are given below and in the job description. You should take care to show in your application how you can fulfil the requirements of the job.

#### **Term of Appointment**

This is a full time, permanent contracted position, subject to pre-employment checks.

#### **Hours**

Your contracted hours of work are 37 hours per week, from Monday to Friday.

Absolutely Cultured is an inclusive employer. We are actively striving to broaden our workforce to become more representative of the communities we work within. As part of this approach, we are open to considering flexible working requests such as part time hours and/or a job share for this position.

Should you wish us to consider alternative working arrangements, please include a proposal with your covering letter and CV.

#### **Pay**

The salary will be £27-£30,000 per annum, DOE.

#### **Pension**

Pension benefits are provided under the company pension scheme.

#### **Annual Leave**

The annual leave allowance is 25 days per annum pro rata plus all statutory holidays.

## **Place of Work**

Under normal circumstances work will be based at our office on the first floor of Humber Street Gallery. Remote working and national and international travel may also be required where necessary.

## **Probationary Period**

All appointments are subject to satisfactory pre-employment checks, which may include a Basic Disclosure and Barring Service (DBS) check subject to the position you have applied for. Further details will be provided when an offer of employment is made or are available on request. This position is subject to a 3 month probationary period.

## **Equality**

We are an equal opportunities employer and would particularly welcome applications from disabled candidates and those that identify as Black or People of Colour as these groups are currently under-represented within our staff team. If you would like to submit your application in a different format, we are happy to facilitate this. Please contact us via [recruitment@absolutelycultured.co.uk](mailto:recruitment@absolutelycultured.co.uk) so that we may discuss suitable alternatives.

## **Data Protection**

Absolutely Cultured is committed to protecting your privacy. All personal data given as part of your application will be held and processed securely by us in accordance with the GDPR and Data Protection Act 2018. It will be used to administer your application in the recruitment process and to monitor our equal opportunities policy and practices.

Applications of successful candidates will be retained by Absolutely Cultured and will form the basis of the employment contract and personnel record. Applications of unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed. Your information will not be passed to any other third parties during the recruitment process.

By submitting your completed application you are consenting to your personal data being used and held as described above. Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible.