



Information for Applicants

Please ensure you have read the information below before applying.

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.

Absolutely Cultured is an inclusive employer. We recognise the importance and advantages of a diverse workforce and 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 for this position, please include a proposal with your covering letter and CV.

We also particularly welcome applications from candidates currently under-represented within our staff team, specifically those who identify as from an alternative background to White, for example People of Colour, and those who are D/deaf or disabled.

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 so that we may discuss suitable alternatives.

How to Apply

Please send the following to recruitment@absolutelycultured.co.uk

- Curriculum Vitae
- Covering letter or supporting statement (no more than 2 sides of A4)

Complete 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.

Applications must be completed and submitted by 11:59pm on Sunday 10th October 2021

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

Interviews will take place on Wednesday 20th October 2021

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



JOB DESCRIPTION

Post:	Learning and Talent Development Manager
Department:	Creative Programme
Reports to:	Senior Producer
Direct reports:	none
Salary:	£27,000-£30,000 pro rata dependent on experience (actual salary £15,324-17,027)
Location:	Hull
Contract type:	Part Time (21 hours per week), Permanent

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 to help shape the future of our cross artform learning and talent development programme and the key role that arts and culture plays in the city.

ROLE

Reporting into the Senior Producer, the Learning and Talent Development Manager will be an integral player within the Creative Programme team 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.

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. The role involves supporting the development of Generation Hull, Hull's Local Cultural Education Partnership (LCEP).

We are seeking applications from experienced people from the education, community or arts and cultural sectors who have an excellent understanding of education, arts, and culture. Candidates should be able to 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
- As part of our creative programme and projects, work with the team to develop cultural learning opportunities in schools, colleges, communities, university, at events and in Humber Street Gallery
- Work closely with early career creative practitioners to identify, create, and deliver programmes that are beneficial to their career development
- Lead on the development and delivery of Inter_Change, our current 12-month talent development programme for early career creative practitioners from across the region working in visual arts, theatre, music, and performance
- Ensure all learning and talent development programmes are relevant and inclusive for all
- Develop and deliver an audience focussed 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
- Work in partnership with Hull's LCEP and cultural learning partners to help develop a strategic approach to arts and cultural education for children and young people in the city
- 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 CEO & Artistic Director 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 talent development

PERSON SPECIFICATION

REQUIRED

- Experience of developing and delivering creative learning programmes in arts and/or education settings
- Knowledge of the arts sector and the professional development needs of creative practitioners
- Experience of working with artists or creative practitioners on their professional development
- 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

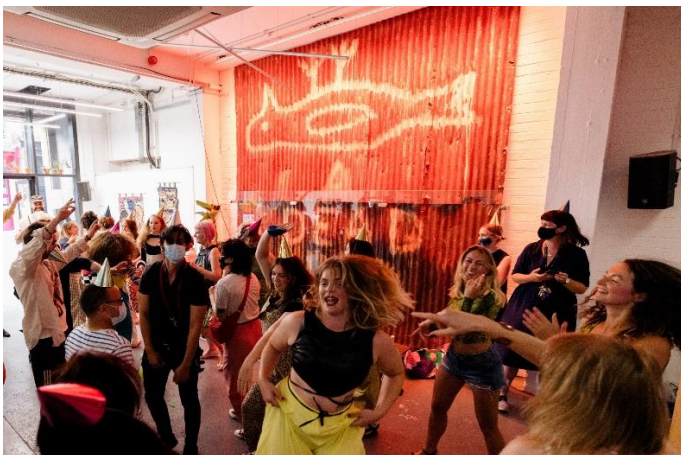
- An innovative approach: able to plan, implement and continually adapt a learning or project plan
- Strong project management skills and practical experience
- An understanding of the national education landscape and best practice in the sector
- The ability to adapt to engage with different participants 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

- Knowledge and understanding of the context and characteristics of Hull and surrounding areas in terms of geographical, education, social and community landscapes
- 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



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.

Hours

Contracted hours of work are 21 hours per week, from Monday to Friday. Flexibility may be required as part of the role to cover specific events and activities.

Pension

Pension benefits are provided under the company pension scheme.

Annual Leave

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

Place of Work

Our office is based on the first floor of Humber Street Gallery where the full teamwork two days per week on a Wednesday and Thursday. For the rest of the week the team work more remotely and flexibly using the office as a base as required.

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.

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.

Application forms of successful candidates will be retained by Absolutely Cultured and will form the basis of the employment contract and personnel record. Application forms 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 form 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.