

Job Description

1. JOB DETAILS:	
Job Title:	Creative Communities Lead
Reports to:	Executive Director
Prepared/Revised on:	February 2025

2. JOB PURPOSE:
<p>This role will lead Art in Healthcare’s ambitions to increase access to visual art and creativity for individuals and communities across Scotland, with a particular focus upon individuals and communities that have been over-looked and under-served historically. You will devise, develop and manage a range of quality programmes that meet the needs, interests and aspirations of participants. Working with the wider Art in Healthcare team and Artists you will ensure that our services are inclusive, impactful, developmental and sustainable. You will have responsibility for helping us to meet these specific strategic aims:</p> <ul style="list-style-type: none"> • Use the success of our current programmes as a springboard for consolidation and growth in provision, scaling up to cover more of Scotland. • Find targeted opportunities for growth in our engagement programmes, informed by the voices of our partners and participants. • Place engagement, inclusion and accessibility at the core of all our charity activities. • Focus resources upon under-served audiences and communities. • Empower communities and partners to help shape our services. • Develop more opportunities and support for artists and curators. • Use evaluation and data to inform our activities and share our learning to advocate and influence wider debates. • Meaningfully and regularly engage with local, regional and national networks, contributing to debate, policy, conferences and publications. • Devise and support initiatives that provide structured and meaningful routes into the arts sector, with an emphasis upon broadening diversity • Devise and support training, mentoring, networking and volunteering opportunities to unlock the potential of our service users, staff and, as appropriate, partners.

3. SCOPE OF ROLE:		
Staff	Direct Reports:	Creative Communities Support Peer Worker Visual Artists [freelance and employees]
	Indirect Reports:	Administration, Communication and Development Support
Financial	Funding:	A range of sources including public funding and trusts and foundations.
	Budget:	TBC – in region of £150,000.00

4. KEY RESPONSIBILITIES:

Consolidate, grow and develop the Communities Programmes across Scotland, in line with resources available.

Lead on the development of processes and programmes that embed the voices of participants with the associated decision-making processes.

Ensure that the communities programmes connect to, and support the sustainability and development of, other aspects of the charity such as the collection, exhibitions and operations.

Lead, manage and supervise others [employees, freelance staff and volunteers].

Lead on EDI [Equity, Diversity and Inclusion] and support a workplace culture that priorities inclusion, collaboration, respect for all, teamwork and fair work.

Support Art in Healthcare to be a reflective, learning organisation by leading on documentation and evaluation and investing time and effort in your own professional development.

Lead on safeguarding for the charity and be the Designated Safeguarding Officer [DSO].

Develop and maintain partnerships, that support our organisational vision and uphold our values.

Actively build and contribute to local, regional and national networks [within arts and culture, health and social care] and debate, share and advocate for the work of Art in Healthcare.

Undertake fundraising, contributing to the future sustainability of the Communities Programme and the charity.

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- All other team members [including freelance staff and contractors] to ensure that the charity is delivering against its aims in ways that are appropriate and efficient.
- Regular meetings with line manager to review, support and plan.
- Regular meetings with line reports to review, support and plan.
- Participation in Board Sub-groups, to support effective governance of the charity.
- Volunteers to ensure that they are well supported and clear about their roles.

External:

- Participants to shape programmes, ensuring that needs and interests are being met and that standards are being maintained.
- Partners to devise, develop, share good practice etc.
- Funders to secure and report on funds
- Networks to influence debate and shape policy.

6. BOUNDARIES, & DECISION-MAKING:

We have three organisational values which guide our decision making and inform our behaviour as an organisation. These are:

Care - We care for people, our art collection and our environment.

Communities - We work collaboratively to make connections between people and art and to encourage health and social equality.

Creativity - We believe the arts have a positive effect on health and wellbeing and should be available to everyone.

As part of the management team, you will contribute to organisational strategy and culture to ensure that the charity is values-led. You will have some key responsibilities, including:

- Reporting to and co-ordinating the participant Advisory Group Advocacy Subgroup
- Managing the day-to-day activities of the creative communities' team
- Being the Designated Officer for Safeguarding [DSO]
- Leading on frameworks for documentation and evaluation across the charity
- Securing and managing the allocated budget in line with the Action Plan and annual budget
- Reporting quarterly to the Board of Trustees
- You will be a signatory on Art in Healthcare bank accounts, able to authorise on-line payments.

8. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Education level

You will ideally be educated to degree level. Your degree could be within the arts, social sciences or an allied health profession.

Professional Qualifications

N/A

Work Experience

To succeed in this role, you will already have a good understanding of creative health and significant experience of developing and delivering creative programmes that prioritise access, inclusion and quality. We are looking for someone with at least five years of relevant work experience and a minimum of one year within a role with line management responsibilities.

You will have extensive experience of working with diverse audiences including vulnerable individuals and communities. You will also have experience of working with a range of visual artists to develop creative opportunities that are person-centred and that support creative journeys. You will be able to demonstrate your commitment to equity, diversity and inclusion and an understanding of the value of lived experience through previous roles.

You will have experience of working in a reflective way, documenting and evaluating programmes and projects, using the findings to shape future developments and for reporting to external funders. You will also have some experience of supporting, developing and managing a small team that includes paid staff and volunteers. Experience of fundraising will be helpful. A knowledge of the visual art sector in Scotland and key organisations within the creative health space will be advantageous.

9. BEHAVIOURAL COMPETENCIES:

We have identified seven behavioural competencies for the team at Art in Healthcare. For further detail please refer to the Art in Healthcare Behavioural Competency Framework.

Core Competencies	Minimum Required Levels
<ul style="list-style-type: none"> • Adaptability and Flexibility • Collaboration and Teamwork • Communication • Care and Diligence • Initiative • Innovation and Creative Thinking • Reflection and Learning 	<ul style="list-style-type: none"> • Intermediate • Advanced • Intermediate • Advanced • Intermediate • Intermediate • Advanced
Leadership Competencies	Minimum Required Levels
<ul style="list-style-type: none"> • Supporting, developing and managing a team • As part of the management team developing, reviewing and progressing strategic documents 	<ul style="list-style-type: none"> • Intermediate • Intermediate

10. TECHNICAL COMPETENCIES

Alongside the behavioural competencies, each role has its own set of technical competencies.

Technical Competencies	Minimum Required Levels
<ul style="list-style-type: none"> • Creative approaches to health and wellbeing • Programme design, development and management • Extensive experience of person-centred engagement and co-design • Facilitation and support skills • Documentation and evaluation • Health and Safety e.g., risk assessments • Knowledge and implementation of Safeguarding • Volunteer Management • Budget creation and management • Fundraising and reporting [up to £50K] 	<ul style="list-style-type: none"> • Advanced • Intermediate • Intermediate • Intermediate • Intermediate • Intermediate • Intermediate • Intermediate • Intermediate • Intermediate • Intermediate