



### **TVA Freelance Projects Officer (Adults)**

**May 14 – December 15 inclusive**

**Based on 80 weeks x 2 days (7 hours pd) per week**

**Total fee: £14,400**

NB: There will be an additional financial allocation for use of own mobile phone (currently **£10 per month, thus £200**) and a mileage allowance of 40pence per mile for on the job travel.

**Answerable to and supported by: TVA Director (who reports to the TVA Board)**

#### **Tees Valley Arts mission:**

TVA is a participatory arts organisation based in Middlesbrough, working across the Tees Valley and beyond; the organisation champions participation in high quality creative activities as a tool for improving the quality of life and learning for individuals and communities, especially those facing life's challenges.

#### **TVA Projects Officer (Adults) will undertake -**

- Partnership building and maintenance
- Project development
- Funding research and sourcing
- Business development
- Project budget management, project logistics management (including overseeing correct procedures with regard to safeguarding, risk management and health and safety), project administration, project review - all as required
- Partnership development with potential TVA affiliates, ie freelance artists and project co-ordinators with possible project ideas and/or specialist knowledge
- All tasks as commensurate with role, including representing and advocating for TVA as appropriate and as directed by TVA Director
- Regular liaison with TVA Director and other office personnel
- Activity will be subject to operational requirements
- Frequent travel across the Tees Valley and occasionally beyond will be required
- Occasional variation of hours may be required

All of this will be in the area of work with adults – eg those with learning and/or physical disabilities, mental health issues, substance abuse issues, offending behaviours and/or having been the victim of those, parenting issues, being affected by issues of poverty and social exclusion, etc.

#### **Milestones**

This is a 20 month contract, with the aim of developing new work and securing funding for the work, with the potential of continuation of the role.

- 4 months – understanding of the sector locally, key agencies, key relevant strategies and opportunities eg consortium bids etc – key partnerships established
- 8 months – appropriate funding/ commissioning sources identified, applications in preparation
- 12 months – applications and tenders submitted, some delivery activity underway
- 16 months – programmes underway, future plans for funding and delivery set out

## Person Specification

The key competencies are -

Essential	Desirable
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>Degree or equivalent experience in related subject</li> <li>Understanding of participatory arts and its relevance/ application across educational and community settings</li> <li>Relevant governmental and/or local policies, agendas and issues</li> </ul>	<ul style="list-style-type: none"> <li>Teaching or other professional qualification</li> <li>Awareness of funding opportunities</li> <li>Understanding of structures and aims of Local Authority and other key agencies</li> </ul>
<b>Skills:</b> <ul style="list-style-type: none"> <li>Good Communicator</li> <li>Excellent organisational skills</li> <li>Application and report writing</li> <li>Project management</li> </ul>	<ul style="list-style-type: none"> <li>Motivator</li> <li>Partnership negotiation</li> <li>Excellent presentation skills</li> </ul>
<b>Understanding:</b> <ul style="list-style-type: none"> <li>Outline understanding of educational, health and social welfare systems and structures</li> <li>Social inclusion and community issues</li> <li>Ethnic, faith and cultural diversity equalities issues</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Government/ local initiatives and agendas</li> <li>Arts &amp; cultural priorities</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Arts projects in educational and/or social settings</li> <li>Project development</li> <li>Project administration</li> <li>Project evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Delivering socially engaged arts activities</li> <li>Writing project proposals</li> <li>Track record of securing project funding</li> </ul>
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>Self-starter/ entrepreneurial</li> <li>Team player</li> <li>Works on own initiative</li> <li>Works positively when directed</li> <li>Energetic and multi-tasking</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiastic advocate of creative interventions in non-arts settings</li> <li>Dynamic</li> <li>Imaginative</li> </ul>

### TVA's work/ Projects Officer (Adults) activity:

As can be seen from the TVA website ([www.teesvalleyarts.org.uk](http://www.teesvalleyarts.org.uk)) our activities are varied in participant group, artform/s used, key strategic partners, aspiration, identified aims, source of funding and scale of projects, although they are all based on our absolute belief that participation in professionally developed, designed, delivered and managed creative activities can be life-changing.

Much of our work is with young people, particularly those in vulnerable and/or challenging circumstances, but we have previously worked extensively with adult and community groups, and we wish to re-establish this area of activity. TVA is proud of its history of work with asylum seekers and other newly arrived groups, which is currently funded by Northern Rock Foundation; this particular programme is delivered by a specialist worker and is not included in the remit of the Projects Officer (Adults), though clearly links will be made with the Refugee Arts Worker, as with other colleagues.