



30 May 2022

Dear Applicant,

Creative Project Facilitator

Thank you for your interest in the post of Creative Project Facilitator with Imagine, we are delighted that you are thinking of applying for the role. This role project manages and supports our School and Communities programme, which is a vital component of our year round activities. For the last three years we have been working with six schools across Edinburgh to engage the whole school in a range of activities including Punchdrunk enrichment projects and artists in residence programmes. As this project draws to a close we are delighted to be embarking on a new schools and communities three-year project called Creative Encounters, in addition to other school programmes. To manage the inception and delivery of this programme of work we are looking for someone who is brilliant at developing relationships with children, young people, artists and teachers, excels in running multiple projects and has an experience-based belief in the power of theatre of dance for children as audience members and creative participants.

Imagine is a small team driven by shared values that deliver a high output of projects, so you'll need to enjoy being part of a hard-working team and have the initiative to work on your own when necessary.

Once you have considered your suitability for the role, if you wish to apply, [please download and complete the application form](#) and email your application to **applications@imagine.org.uk** on **Monday 27 June 2022**.

Please include two referees, one of which should be your most recent employer or equivalent. Interviews will take place on **Friday 8 July**, in person, in Edinburgh and candidates must be available on this date.

If you would like to discuss the role in confidence please contact fiona@imagine.org.uk or call 0131 225 8050. If you have questions about the application process, please contact connel@imagine.org.uk.

Yours faithfully,

Fiona Ferguson
Creative Development Director

Promoting theatre and dance for children and young people.

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ABOUT THE ROLE

This is an exciting time to join Imagine. As part of our 2022-2025 plan we are embarking on a new three-year project, Creative Encounters, which seeks to strengthen our engagement with schools and depth of impact with communities in North West Edinburgh. This is a project that centres the voice of the child as they collaborate with artists to create pop-up performances. These performances will take place in the children and young people's communities and ultimately as part of our flagship festival, Edinburgh International Children's Festival.

The Creative Project Facilitator will manage Creative Encounters leading on the facilitation with children and young people, including co-creating a selection process with them for the artists and in the development of the performances, to ensure children's voices, ideas and needs are at the heart of the project.

There is the potential to conceive and deliver new innovative artist-led theatre and dance projects in schools and communities offering opportunities to children, artists and teachers to develop their creativity.

This role is offered on a fixed-term of three years due to funding.

ABOUT IMAGINATE

Imagine is the national organisation in Scotland, which promotes, develops and celebrates theatre and dance for children and young people.

We want more children in Scotland to experience work that is deeply engaging, innovative and inspiring. We believe that all children deserve the opportunity to develop their creativity, emotional intelligence and reach their true potential.

We want more high quality children's performances to be made in Scotland, and so work with artists through a year-round programme of creative development. This programme nurtures, supports and encourages artistic excellence by offering a range of opportunities to Scottish based artists, freelancers and producers, including events, training, residencies, mentoring and special projects.

We celebrate exceptional children's theatre and dance from around the world by producing the Edinburgh International Children's Festival which showcases high quality, distinctive Scottish and international performances to an audience of around 10,000 children, their teachers, and their families each year. Now in its 33rd year, the festival has established itself as one of the best places for programmers from all over the world to see work of the very highest standard. It is also a place where artists meet, see and discuss work, and take part in professional development activities.

You'll need to enjoy being part of a small and committed team and be adept at working with people in a wide range of roles and positions across the arts, communities and education sectors.

JOB DESCRIPTION

Job title:	Creative Project Facilitator
Reports to:	Creative Development Director
Terms of employment:	Fixed-term, 3 years, 3 days per week
Salary:	£28,000-30,000 p.a. pro rata depending on experience (plus 5% employer contribution to pension)
Hours of work:	Imagine's normal office hours are 9am – 5pm, Monday to Friday plus evening and weekend work when required. Imagine supports flexible working arrangements.
Location:	The post will be based in Imagine's office at 30B Grindlay Street, Edinburgh, EH3 9AX, and in the North Edinburgh area Plus work anywhere nationally and internationally as required.
Holiday:	25 days per annum, plus 7 public holidays pro rata
Pension:	Auto-enrolment in workplace pension
Probationary period:	3 months
Notice period:	1 month
References:	All offers of employment are subject to the receipt of satisfactory references

PRIMARY PURPOSE

The Creative Project Facilitator will lead Creative Encounters including facilitating a call out and selection process with the children, so they can recruit the artists they will collaborate with and support the development of two new performances each year.

The role will also involve contributing to the Creative Development programme of projects in schools and communities with the possibility to initiate and contribute to new project developments.

The Creative Project Facilitator will help Imagine to continue to establish and grow relationships with schools and communities in Edinburgh and to create connections between projects to the Children's Festival and the year-round Imagine programme.

To lead on the artistic elements and artist - child relationships for Creative Encounters and contribute to this across Imagine's programme of work with schools and Communities. To deliver workshops for artists and to children and young people, and deliver Career-Long Professional Learning to teachers where needed.

To build expertise in child-centred approaches and contribute to Imagine's strategy to centre children's rights.

- **KEY TASKS AND RESPONSIBILITIES**

- Lead the Creative Encounters project with support from the Schools & Communities Project Co-ordinator. This will include:
 - facilitating all sessions with the children and young people taking part, working alongside artists, class teachers and youth workers to create a project that allows children and young people to make key decisions about what will happen and how.
 - recruiting and line managing project freelancers.
 - ensuring the project aligns with Imagine and project partner's values with a commitment to anti-racism training and work around Imagine's LGBT Charter process.
 - working with the Project Co-ordinator to manage the logistics and scheduling, invoicing, engagement of schools and community groups, budget management and evaluation.
- Project manage other Imagine projects and contribute towards the Creative Development programme in schools and communities.
- Build and maintain strong relationships with schools, community groups and artists in Scotland especially those who face barriers to engagement and/or who are underrepresented.
- Deliver workshops, briefings and training sessions to children, young people and teachers.
- Work with the project and Festival producing and production staff to ensure the performances being developed can be realised and are suitable for the space and budget available.
- Work with Imagine's Designated Child Protection Officer to ensure child protection procedures are adhered to including co-delivering child protection training to all project staff.
- Be the key point of contact for artists, project partners, schools and community groups in the planning and delivery of projects.
- Ensure project content, blogs, films, photographs, are visible to Imagine's audiences, in collaboration with the Head of Marketing.
- Manage project evaluation of Creative Encounters working with the Head of Marketing and the Fundraising Manager to collect and record feedback.
- Perform any other reasonable activities as required.

All Imagine staff have a personal professional development fund with opportunities to see performances around the year and will take part in a progress discussion process with their line manager. All staff are also involved in an annual Away Day process with input into company policies and strategy development.

PERSON SPECIFICATION

Essential

- A passion for working with children and young people engaging in arts and culture.
- At least five years' experience of working with children and young people, schools and communities within the theatre and dance sector.
- Experience of facilitating processes with children and/or young people, such as decision-making processes.
- Experience of managing or co-ordinating multiple projects, working to deadlines and with confidence in budget management and line managing project staff.
- Experience of initiating new project developments and/or ideas.
- A commitment to anti-racism training and practice.
- A commitment to support Imagine's progress as an LGBT Youth Scotland charter organisation.
- Knowledge of child protection and safe guarding practice.
- Excellent communication skills and the ability to build relationships across different areas of work.
- Understanding and commitment to key Imagine policy areas such as diversity and inclusion and climate responsibility.
- Hard-working and personable with a can-do attitude, enjoys working in a small team and can also work independently.

Desirable

- Knowledge and contacts within the primary education sector in Scotland
- Knowledge and contacts within the youth and community work sector in Scotland
- Knowledge and contacts within the North Edinburgh area

HOW TO APPLY

We strive to be an organisation that is open and welcoming and where different voices can flourish. We are keen to recruit someone who feels their voice is under-represented in the sector and as an organisation we have a commitment to accessibility and equality. **We recognise that this written format is not always the most accessible way to apply so if there are any specific access requirements you need in order to apply for and/or in order to fulfil the position please let us know and we will arrange that with you.** If you would like to talk in confidence about the post please contact Fiona Ferguson fiona@imagine.org.uk or call 0131 225 8050.

Now you have read the job description and you feel you meet all of the essential criteria, and you feel that the job is right for you:

Please [download the application form as a word document](#). [Paste this link in your browser if you experience any issues: <https://www.imagine.org.uk/f/6297221756aaf>]

The closing date is **Monday 27 June 2022**. Applications received after this date cannot be considered.

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the position. Please read these notes carefully and if you have any questions, or would like an informal chat about the position please contact Fiona Ferguson fiona@imagine.org.uk or call 0131 225 8050.

FILLING IN THE APPLICATION FORM

We do not accept CVs or resumes, so make sure everything you need to tell is covered in the application form. You will be assessed purely on the application form, so give answer every section. The purpose and main duties of the position are set out in the job description. The knowledge, experience, skills and attributes we are looking for in the successful candidate are detailed in the person specification. It is important to read carefully all of the information in the application pack before completing the form.

Supporting Statement

This is the most important part of your application. In your supporting statement we have asked you to answer two questions based on your experience. It is important that you back up every statement with evidence from your experience or training.

- Think about what evidence you can provide to demonstrate you have the necessary skills and attributes to do the job. It is not sufficient merely to state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- Make your case for why you wish to apply for the job and what makes you a suitable applicant.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application.
- Do not forget to proof read your application and check for any errors before returning it.

Please return your application to by email to Imagine and ensure that it reaches us on **Monday 27 June 2022**. Applications received after the closing date won't be considered.

INVITES TO INTERVIEW

Shortlisting will take place as soon as possible after the closing date and will always be carried out by at least two people. If you are shortlisted, we will normally contact you by email to invite you to interview. If you are not shortlisted we will email you to let you know that your application hasn't been successful. Unfortunately, due to the high volume of applications expected we will not give specific feedback on why applicants were not invited to interview.

All offers of employment at Imagine are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Imagine's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application!