

Post	Programme Organiser, Holiday Fun
Reporting to	Programme Manager, Learning and Education
Dated	July 2022
Salary range	£22,000 gross per annum
Status	Full time, 37.5 hours per week. Flexible hours, to include some weekends, bank holidays & evenings Fixed term Contract: 6 months

Purpose of the role

The Programme Organiser, Holiday Fun contributes to Firstsite's school holiday programme which was set up as a response to food poverty in the school holidays ('Holiday Hunger') in Colchester and Harwich. The programme, which has been running since 2017, celebrates the positive impact of creativity on self-worth, problem-solving and mental wellbeing, welcoming families to Firstsite to enjoy a free meal, sport, artist-designed activities and the sense of safety and community generated by the gallery.

The post holder will work closely with the Programme Manager, Learning and Education to plan and design the content of the programme. They will take a lead on administration, including contracts, budget maintenance, ticketing, diary management, resources ordering and management, correspondence and information sharing, both internally and to the wider public, and evaluation. During the school holidays the post holder will support delivery of the programme across all three elements (creative activities, the sports and movement sessions and in the canteen). They will also support catering staff when required.

Our Culture

Our Vision

Make art matter. To ensure art and creativity are valued for their integral role in shaping a happy and health society for everyone.

Values:

Inclusion

Equality of access and opportunity combined with best practice to help engage with

our audiences, artists, hard-to-reach groups, partners, suppliers and staff.

Quality

The use of analytics to help us continuously improve customer experience and how we work and make decisions, to ensure we make measurable impacts.

Innovation

Working collaboratively with our stakeholders, partners and funders to ensure we are continuously looking for better ways of working and achieving higher returns on investment.

Professionalism

Adopting best practice in all that we do to ensure that we are well governed, well managed and seen as an effective asset for the communities we serve.

Knowledge, experience and skills required

The following knowledge, experience, and skills are required in the role of Programme Organiser, Holiday Fun.

Knowledge & Experience

- An understanding and genuine demonstrable interest in supporting children and families to engage in a broad and varied programme (E)
- An understanding of the differing needs of families, including the barriers that may exist to prevent participation (E)
- Awareness of local communities (D)
- An interest in the creative sector (D)
- Awareness of relevant legislation (eg. Equality Act, Child Protection, Health and Safety) (D)
- A basic understanding of the principles of safeguarding (D)
- Proven experience of successfully meeting targets and deadlines (E)
- Evidence of ability to prioritise work and work under pressure (E)
- Experience in the delivery of community programmes, sometimes in partnership, to children, young people and adults (D)
- Demonstrable relevant experience in working with families, charities, organisations or statutory agencies to encourage participation in community programmes (D)
- Experience in planning and organising an event or activity (E)

Skills

- Excellent administrative and organisational skills (E)
- Effective communication skills (written and oral) (E)
- Attention to detail
- Ability to work under pressure

- Ability to make efficient and effective use of resources while working under pressure (E)
- Flexibility and adaptability in approach to families (E)
- Ability to work in, with and between teams of people, at different levels, from different backgrounds and with different needs and styles of working (D)
- Proactive in approach to work. Solution focused and creative in identifying and solving problems (E)
- Ability to maintain confidentiality and exercise judgment when communicating with different stakeholders (E)
- Imaginative approach to planning and achieving projects, events or activities relevant to a range of children, young people and families (D)
- Confident user of IT
- Short and long-term planning of activity to meet deadlines and objective (E)
- Setting and working to budgets (D)
- Partnership working (D)

General

- A heartfelt ambition to engage children and adults in community programmes, led by the visual arts (E)
- A genuine interest in inclusion and equality (E)
- Ability to be flexible in hours worked, according to the needs of the programme. This will include some evenings, bank holidays and weekends (E)
- Ability to lead your own professional development, seeking out and developing new skills that would enhance our programme

Tasks and Outputs

The following represents, but not limited to, the main tasks the Programme Organiser, Holiday Fun will undertake regularly:

Principle Responsibilities

- Work with the Programme Manager, Learning and Education to plan, deliver and evaluate the programme
- Identify areas where we can improve quality, increase diversity and remove barriers
- Administer all aspects of the programme, including contracts, budget maintenance, ticketing, diary management, resources ordering and management, correspondence and information sharing, both internally and to the wider public, and evaluationSupport and facilitate the delivery of the programme during the school holidays
- Support delivery staff and canteen staff throughout the day to ensure they have the materials and resources they need
- Serve meals and maintain a clean and hygienic restaurant space as required

- Support catering staff as required
- Support funding applications for the Holiday Fun project by collecting, collating and analysing evaluation data for reports.
- Always uphold and adhere to the Firstsite's Child and Vulnerable Adult Protection Policy.

Communications

- Communicate with schools, charities and other organisations, and statutory agencies to promote the Holiday Fun programme.
- Communicate with stakeholders in external venues across a wide geographical area
- Maintaining effective communication with members of the Programme Team, project partners, and participants.
- Work across the entire Firstsite team to communicate the Holiday Fun programme, and practical requirements to ensure the smooth running of all activities.
- Liaise with Firstsite's Marketing Team to ensure up-to-date online information and resources regarding the Holiday Fun programme at Firstsite.

Finance

- Work within the existing budget, tracking expenditure and maintaining the Holiday Fun budget
- Make efficient and effective use of resources.

Evaluation

- Oversee, collate and finalise the submission of evaluation and reports for project grant funders.
- Monitor attendance.
- Distribute surveys to Holiday Fun participants, collect and evaluate the data. including preparing excel reports.

Planning and Development

- Help to enhance the Holiday Fun Programme through successful promotion to key audiences
- Identify perceived barriers to the programme that may be experienced by different groups and support the team to remove or reduce these
- Take responsibility for and assist the Programme Manager, Learning and Education in the organisation of activities for the Holiday Fun Programme. Including research, planning, correspondence and administration.
- Address participant needs and, where needed, implement adjustments to the Holiday Fun programme to allow for inclusive access
- Through your own continuous professional development, identify, research and develop skills that will enhance the Holiday Fun programme.
- Administration connected to the Holiday Fun programme. Including budgets, contracts, risk assessments and evaluation
- Identify and book artists and sports coaches for the Holiday Fun programme to

deliver projects and activities

- Maintain a strong relationship with the catering team at Firstsite, to enable the teamwork needed for the programme
- Maintain a strong relationship with the team of Holiday Fun casual staff through timely communications, and identifying and addressing training and support needs

Holiday time delivery

- Support and facilitate the delivery of the Holiday Fun programme through regular communications with other members of the Holiday Fun team.
- Support delivery staff and canteen staff throughout the day to ensure they have the materials and resources they need.
- Observe and have oversight of the full programme to understand the successes and challenges, primarily through talking to families, freelance staff and the wider Holiday Fun Team
- Be on hand to support any area of the programme when necessary

General

- To work in accordance with all Firstsite procedures (eg. First Aid, Fire safety, Safeguarding) and attend training and meetings when required.
- To be a supportive member of the Firstsite team, not just within Programmes, but across the organisation. Helping colleagues in all operations to provide an excellent offer and environment to supporters, stakeholders and audiences.
- To be aware of relevant legislation (eg. Equality, Health & Safety, etc).
- To undergo regular travel within the Colchester/Essex area and occasionally further afield.
- Occasional work outside of core hours, as required.
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite.
- To maintain a good knowledge of Firstsite and its environs, including the wider tourism and cultural offer.
- To undertake any other duties as required commensurate with the post

Advocacy

- Represent Firstsite publicly, in person - at events and talks at Firstsite and elsewhere as required - and in written communication.
- Respond to general enquiries from the public in person, by phone and in written communications.

General

- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite
- To undertake any other duties as required commensurate with the post.

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

Firstsite

- 25 days annual leave plus bank holidays per annum
- Contributory pension scheme (conditions apply)
- Tailored training and development opportunities
- Staff discount on some purchases from the onsite café and shop.