

RECRUITMENT PACK

Schools and Creative Careers Coordinator
(Part Time - 0.8 FTE)
March 2025



HOME

WELCOME

Thank you for your interest in the role of Schools and Creative Careers Coordinator (0.8 FTE) at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 4 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR
We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE
We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

WHAT MAKES US TICK

- We are conscientious
- We are considerate
- We are collaborative
- We are creative
- We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

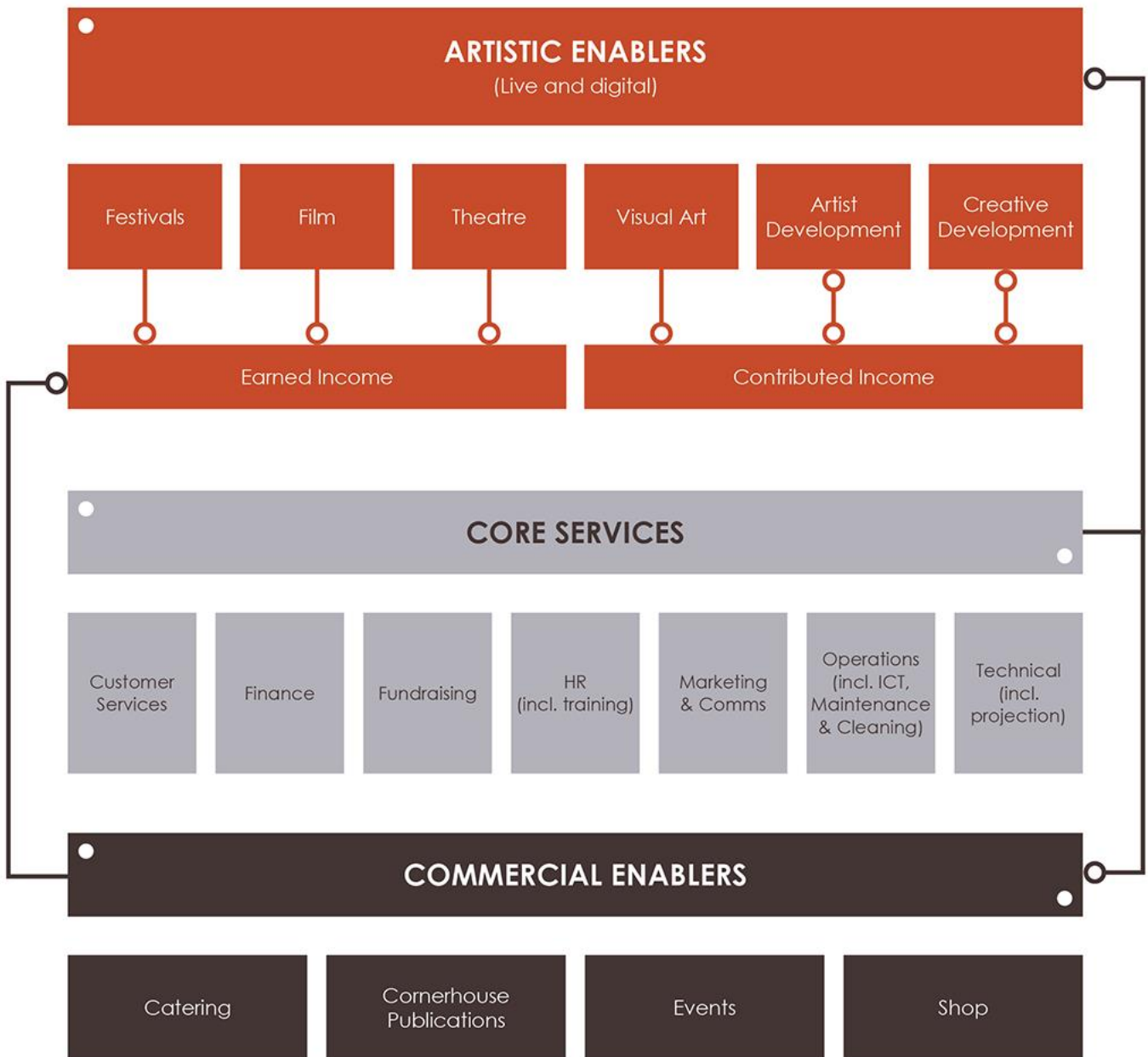
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



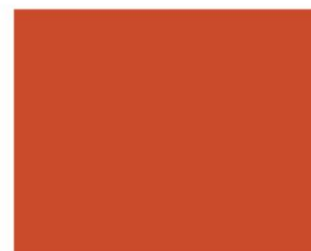
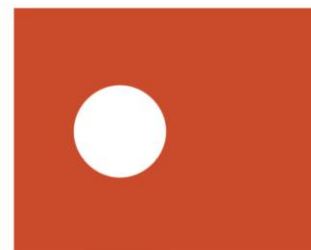
THE ROLE

The Schools and Creative Careers Coordinator will support the Head of Creative Engagement in the development, coordination, administration and delivery of an inclusive and accessible schools and creative education programme, both onsite at HOME and within schools across Manchester. The role will develop key partnerships and hold relationships with schools, teachers and wider education settings and work closely with the wider Creative Engagement Team to deliver a high-quality cross-art form creative offer for young people and schools.

The Schools and Creative Careers Coordinator will also be responsible for the coordination, administration and delivery of HOME's Creative Careers programme. Proactively developing opportunities that promote employability and skills whilst shining a light on careers within the creative industries. Raising ambition and developing skills through ethical and high-quality internships and volunteering opportunities. Purposefully supporting the future ecology and diversity of the cultural sector's workforce.

The Schools and Creative Careers Coordinator will ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic, creative programme that enables **everyone** to access culture and explore their own creativity.

The post holder will be a highly organised individual who has a specialist interest or background in cultural education and experience working with schools and within employability/careers development. As a vital member of the HOME Team this post includes project coordination, administration, delivery and budget management. They will hold relationships with key stakeholders and partners and line manage freelance artists, internships and volunteers. They will demonstrate effective communication skills and the ability to work independently and as part of the team.



Creative Engagement at HOME

By 'Creative Engagement' we mean every activity that enables people (communities, schools, children, young people and families) to get closer to and take part in HOME's wider programme. Through our work we strive to increase access to art and culture, improve health and wellbeing, amplify unheard voices and support people to tell their own stories through their own artistic creations.

We adopt a person centred / co-created approach which is central to our vision at HOME and we connect with an exceptionally diverse mix of people who see and shape our work. Our wider Creative Engagement programme enables young people, schools and communities to deepen their interests and skills, actively take part, connect with others, experience and learn through art and culture and authentically co-create new and exciting work.

Through creative engagement projects, workshops, performances, exhibitions, courses or employability/career opportunities – everything we do links to our wider programme, with nothing in isolation.

We exist to positively impact individuals and wider communities artistically, economically and socially.

KEY INFORMATION

Salary	£27,000 per annum, pro rata
Contract	Permanent, part-time 0.8 FTE (4 days p/w)
Hours of work	32 hours, including 1 hour lunch breaks. Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu may be agreed with your line manager.
Place of work	GMAC supports hybrid working (HOME's offices are at M15 4FN) The Development team is required to spend at least 0.6 working hours in office
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
Other benefits	Discounted cinema and theatre tickets Employee Assistance Programme Family friendly and menopause friendly policies Access to training and professional development Cycle to work and Tech scheme
Probationary period	6 months
Notice period	1 month during probationary period, 2 months thereafter

JOB DESCRIPTION

Purpose

To support the Head of Creative Engagement in the coordination, administration and delivery of an inclusive and accessible multi-disciplinary Creative Engagement Programme. The role will develop key partnerships with schools and wider education settings and with relevant employability/careers partners and networks. Implementing effective project management in order to deliver a high-quality creative education offer. The Schools and Creative Careers Coordinator will ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic, creative programme that enables **everyone** to access culture and explore their own creativity.

Team Creative Engagement
Reports to Head of Creative Engagement
Responsible for Freelance artists, internships, creative engagement volunteers

Main duties

1. Working with the Head of Creative Engagement and in collaboration with schools, colleges, universities, partner organisations and services, artists and with colleagues to coordinate, administrate and deliver HOME's year-round Creative Engagement programmes.
2. To shape, coordinate, administrate and deliver schools and creative careers projects including the Schools Linking Project, schools wrap around activities, schools' workshops and tours, teacher CPD, Creative Careers Day event and wider careers opportunities.
3. To be a core member of the Creative Engagement Team, supporting wider projects when needed. Taking part of working groups across the organisation and collaborate on cross-organisational projects – as directed by the Head of Creative Engagement or CEO.

4. To ensure that HOME's Schools and Creative Careers offer, and wider Creative Engagement programmes link directly to and are part of HOME's overall programme.
5. To support wrap around activity in partnership with visiting companies.
6. To embed Diversity and Inclusion across the organisation.
7. To recruit, contract, liaise and oversee freelance artists/practitioners, internships and creative engagement volunteers.
8. To work with stakeholders and partners to develop creative work and career opportunities for young people, schools and wider education settings.
9. To maintain a working knowledge of and participate in regional and national engagement, cultural education, skills and employability networks and to keep up to speed with developments in the industry.
10. To work closely with HOME's Marketing and Comms team to ensure the work of Creative Engagement is well profiled at a local, regional and national level.
11. To ensure best practice regarding Safeguarding and GDPR is consistently implemented.
12. To write/update copy for the website and social media platforms and develop engaging online content.
13. To effectively manage project budgets. Regularly reporting to the Head of Creative Engagement.
14. To implement effective monitoring and evaluation and provide written reports when required.
15. To represent GMAC at relevant conferences and events and be an advocate for HOME's creative engagement work internally, locally, regionally and nationally.
16. To work collaboratively and supportively as a member of the HOME Team, playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work.

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest audience access.

- To be an advocate and ambassador for the organisation.
- Implement GMAC policies, in particular those around diversity, environmental sustainability, access, safeguarding and GDPR.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Head of Creative Engagement.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required.

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	<p>Experience in the coordination and delivery of creative education programmes in formal or informal learning settings.</p> <p>Experience in implementing effective, administration, budgeting and financial processes</p>	A background in the arts sector
Skills and Knowledge	<p>Commitment and interest in arts engagement.</p> <p>Effective administrative skills.</p> <p>Excellent communication skills.</p> <p>A proven commitment to work as part of a team with common objectives.</p> <p>A demonstrated understanding of safeguarding and child protection.</p> <p>Effective IT skills (Excel, Outlook, Teams, Powerpoint, Sharepoint)</p> <p>Attention to detail.</p> <p>Ability to problem solve.</p>	Ability to implement persistence, enthusiasm, resilience and creativity.

<p>Other requirements</p>	<p>Ability to understand and communicate HOME's work and mission</p> <p>A drive to promote access to art and culture within schools and for all young people.</p> <p>Ability to respond quickly in a busy working environment to meet the needs of the programme</p> <p>Flexibility and ability to work evenings and weekends as required</p> <p>Able to handle sensitive information with confidentiality</p>	<p>A passion for environmental sustainability</p>
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HOW TO APPLY

The deadline for applications is Monday 14 April 2025, 10am

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.

Email your CV and supporting statement which can be a short no more than 10 minutes video/audio response to recruitment@homemcr.org and complete the [Equal Opportunities Form](#) to apply.

We will interview all candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place on Tuesday 22 April 2025

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note we are unable to provide feedback at application stage if you have not been shortlisted.

Thank you for your interest in this post.



FUNDED BY



FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.