

# JERWOOD ARTS

18 September 2020

Dear potential new team member,

Thank you for your interest in working with us at Jerwood Arts and the new role of **Project Manager**. The closing date for applications is **5pm on Monday 5 October 2020**. Interviews will take place on 14 October 2020 by video call. Please complete your application using our online portal: [www.jerwoodarts.org/jobs](http://www.jerwoodarts.org/jobs).

This job pack includes:

- Role description
- Skills and experience we are looking for
- Terms and conditions
- Equal opportunities
- Guidance on how to apply
- Selection process

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We know the impact of Covid-19 on their livelihoods and the arts and cultural sector has been profound and it will be a struggle for some time. Over the next year and beyond we are committed to continuing to offer transformative opportunities through our work: please visit [our website](#) to find out about all our current programmes.

To help us deliver these and several new initiatives at this critical time, we are looking for two new team members to join our small team of seven. We hope that this job pack will help with any questions you might have about the role and the application process.

We are known for advocating for better conditions for artists through our work, including more inclusive recruitment practices. Over the past two years, our funding has been reaching increasingly diverse artists, curators and producers, and as our team grows, we want to ensure it better represents those we work with to best inform our work.

In creating these new roles, we hope to support two new voices to join our team that will bring different perspectives and lived experiences. We are excited to have this opportunity, and would particularly like to hear from you if you feel under-represented in the arts or funding sectors and/or have not followed a 'traditional' career pathway, and would like to play your part in contributing to our mission.

Please do get in touch if you have any questions - we will be happy to help.

Best wishes,

Lilli Geissendorfer  
Director

## **Project Manager**

Full Time, fixed term contract until 31 March 2022. Flexible working supported.

Salary: £26,000 per annum

**Jerwood Arts is seeking to appoint a motivated individual to join the team as Project Manager. This new role will be responsible for managing the administration and delivery of a number of projects and programmes with an emphasis on working with individuals funded by us, making the most of our website, managing data and supporting our organisational learning.**

Reporting to: Deputy Director

## **Who we are**

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We enable transformative opportunities for individuals across art forms, supporting imaginative awards, bursaries, fellowships, projects, programmes and commissions. We present new work and bring people from across the arts together through our exhibitions and events at Jerwood Space, London, as well as across the UK.

Jerwood Arts has an office at Jerwood Space, its sister organisation, one of the top rehearsal spaces for professional theatre, opera and dance companies in London. Jerwood Arts programmes the three gallery spaces in the building, which also houses a café run by The Gentlemen Baristas.

Since March 2020, the team has been working remotely and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities.

More information about Jerwood Arts is available at [www.jerwoodarts.org](http://www.jerwoodarts.org)

## **About the role**

Over the next 18 months Jerwood Arts will be running a range of programmes and funding opportunities, including [Weston Jerwood Creative Bursaries 2020-22](#), [Development Programme Fund](#), [Jerwood Compton Poetry Fellowships](#), [Jerwood Curatorial Accelerator](#) and other new initiatives in development.

As one of two Project Managers this new role will work mainly on two or three of these programmes. Jerwood Arts' small team works flexibly and collaboratively, and the Project Manager can also expect to hop onto other projects to support colleagues where additional skills and capacity is needed.

Jerwood Arts prides itself on the level of pastoral and professional support it provides individuals applying for opportunities and when they are in receipt of our support. The new Project Manager will be supported to develop their skills and manage relationships with

care. This will include working on our website so it can best deliver our mission, including through our guidance and application portals, and working on how we profile and amplify the individuals and organisations we support.

The new Project Manager will play a key role in advising and supporting individuals applying for the opportunities it manages. They will gather feedback from applicants to enable us to improve on Jerwood Arts' funding and programmes. This will involve collecting applicants' data and working with the team to learn from our work and help us to advocate for artists' needs and influence arts policy.

As one of two new roles we are currently recruiting for, we are excited to invite people with different lived experience and skills into the team. We have no expectation of what an ideal candidate might be; they might have previously worked in one of a wide range of sectors across the arts, charities, social enterprises, creative industries, education, and beyond and have relevant transferable skills. We will support our new team members to learn Jerwood Arts' ways of working, and can provide role-specific training and development to develop their skills in areas where they may have less experience and/or feel less confident.

### **Main Responsibilities:**

- **Funding Programmes Management:** Play a key role in the delivery of Jerwood Arts programmes and the support of individual artists supported by us
- **Evaluation, Learning and Impact:** Play a key role in collecting and managing data for our organisational learning
- **Communications:** Coordinate the maintenance and updates to the website

### **Specific Responsibilities:**

#### **Funding Programmes Management**

- Contribute to the management of a wide range of programmes, focusing on two or three at any one time
- Administrate Jerwood Arts' application portal, maintaining and building new online application forms
- Provide advice and technical support for applicants online and by phone
- Administrate selection processes and panel meetings for a range of awards and funding programmes

#### **Evaluation, Learning and Impact**

- Work alongside colleagues to collect qualitative and quantitative information from applicants and individuals supported by us to help the organisation learn and improve its impact
- Contribute to the reporting to funders, including Arts Council England, Arts Council of Wales and Creative Scotland

- Produce analysis and summary reports to support communications, advocacy, internal learning and strategic planning as required

### **Communications**

- Manage the day to day relationship with our developer to ensure the website runs efficiently
- Coordinate in-house updates to our Wordpress website content on news, programmes and opportunities to profile and promote individuals supported by us
- Manage Jerwood Arts' contacts database and provide support for beneficiary and stakeholder communications

### **General**

- Represent Jerwood Arts with a professional manner
- Act with discretion and maintain confidentiality
- Contribute to the successful life, work and overall running of Jerwood Arts by adhering to its policies and procedures
- Enacting Jerwood Arts [values](#) and [principles](#)
- Promote the vision, mission, and strategic goals of Jerwood Arts
- Contribute to strategic planning and policy development as required
- Be an active member of the Jerwood Arts team, including providing gallery welcome desk cover as needed, and supporting colleagues in the team as and where required
- Develop an understanding of Jerwood Arts work and act as representative and supporter at relevant events and engagements

This job description is not exhaustive and will not form part of your contract of employment: it may be reviewed and amended from time to time within the reasonable remit of the role.

### **Skills and experience we are looking for**

Please note, you do not need to meet all these criteria to apply, we welcome applications from those who feel they meet a majority and can demonstrate a desire to develop in the role. We can provide role-specific training and development as required. Also, overqualified candidates will not be prioritised in the selection process.

### **Experience**

- Two or three years of project management experience
- Some experience of working with data and/or evaluation

### **Skills and Abilities**

- Ability to communicate effectively with a wide range of people
- Highly organised and able to manage data and keep detailed records
- Ability to interpret and present information to demonstrate impact
- Ability to work both independently and collaboratively as part of a team

- IT confident, ideally with Office 365, Sharepoint and Wordpress
- Able to act with discretion and maintains confidentiality
- Comfortable with remote working

### **Personal Attributes and Interests**

- Takes pride in their work
- Willingness to learn
- Approaches work with a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Responds positively to differing points of view
- Values and is actively committed to improving equity, diversity and inclusion
- An interest in supporting early-career artists
- An interest in the arts, especially performing arts, music and dance

### **Term and Conditions**

**Contract:** fixed term contract until 31 March 2022, with the potential to extend

**Hours:** this role is envisaged as a full-time appointment, equivalent to 35 hours per week.

We will support requests for flexible working, including compressed hours and/or a four-day/28 hour a week (with the equivalent pro rata salary). Job shares will also be considered.

**Base:** Jerwood Arts, 171 Union Street, London SE1 0LN.

Since March 2020, the team has been working remotely and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities. Our exhibition and events programme is based in the galleries at Jerwood Space on the same site as our office, and we are piloting a Covid-secure exhibition reopening later this autumn which will involve all the team. While the future is uncertain, we are learning about what works best for different programmes and anticipate developing a mixed model of remote and in-person working over time. Our expectation is that the new Project Manager will spend a minimum two days a week in the office once it is safe to do so.

**Salary and benefits:** £26,000 per annum full time equivalent

Auto-enrolment pension scheme; employee's minimum required contribution will be matched by a 5% contribution from the employer.

25 days per annum plus bank holidays

Jerwood Arts Cycle to Work Scheme

Discount at the Gentleman Baristas' School House cafe

**Induction and access:** Jerwood Arts is committed to creating an inclusive culture and ensuring staff have the right equipment and software to deliver their role. We welcome

conversations about how we can make new staff feel comfortable, including about working patterns and styles.

**Professional development:** Jerwood Arts is a learning organisation and professional development is offered to all staff, individually and as a team.

**Notice Period:** Six weeks (one week during probationary period)

**Probationary period:** Two months (subject to review)

### **Equal Opportunities**

We are taking [positive action](#) to achieve equal opportunities in our recruitment procedure, welcoming applications from people of any race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability. We actively encourage those who are currently under-represented in the arts and funding sectors as well as those with lived experience to apply.

Positive actions we have taken include re-writing our job packs and creating an inclusive application form, with no requirement for CVs and the choice to submit video/audio applications. We have thought carefully about how and where to advertise the job to encourage those who do not currently see themselves represented to apply, and offering time to talk to potential applicants who would like support with articulating how their experience is transferable to the role. The staff members reading the applications have received bias awareness training and will endeavour to ensure that all applicants are treated equitably.

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisation and our work. Your responses will be treated in confidence.

### **Access**

We are committed to ensuring you feel as comfortable as possible throughout the process of applying to us, so if you do have any access requirements please contact Sarah Gibbon, Project Manager on 020 7261 0279 / [info@jerwoodarts.org](mailto:info@jerwoodarts.org). We will be happy to make any reasonable adjustments for you to apply or attend an interview.

If you would prefer to submit your application as an audio or video recording, the online application portal provides the opportunity for you to do this. You can upload one audio or video file with a recording outlining your experience and supporting statement. We will ask you to complete contact details and an equal opportunities monitoring form in written form to assist the processing of your application. No assessment of the production quality of audio or video recordings will be made.

If you are successful, we will design an inclusive induction process with you to ensure you are comfortable working with us, and have the right equipment and software to do the role.

## **How to apply**

You can apply using the online form [here](#).

These notes are intended to help you to make a strong application by providing us with all the information needed to demonstrate how you meet the requirements of the role.

- Please read these notes carefully before completing your application.
- Please submit your application by the deadline. Applications received after this cannot be considered.
- When you finish submitting your application form and monitoring information, you will receive an email from Jon Opie/info@jerwoodarts.org confirming your application has been received. Please check your junk/spam folders before contacting us.

## **Support with making your application**

Please contact us at [info@jerwoodarts.org](mailto:info@jerwoodarts.org) or 020 7261 0279 if you have any questions about this role, if you have any technical issues with our form or if you have any access requirements that we can support you with during the application process. We will respond to email enquiries within three working days.

If you are from a background that is under-represented in the arts and funding sectors (for example you are from a Black, Asian or diverse ethnic background, did not go to university or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book a ten minute call with one of our team.

We will ensure the person you speak to is not involved in the recruitment process and they will not ask you to disclose your background as part of this support. To request this, please email [info@jerwoodarts.org](mailto:info@jerwoodarts.org) with your name, phone number, what you would like to talk through and your preferred slot from the following options: Friday 25 Sept 5-6.30pm; Tuesday 29 Sept 1-2.30pm; Thursday 30 Sept 2-3.30pm. Slots are limited and will be booked on a first come first served basis.

## **Working through the form**

- Our online application form has a save and continue function. It will give you a weblink so that you can return to your application later. We also recommend that you save a copy of your statement elsewhere for your records. Our weblink expires once you submit your application.
- You will have the option of submitting either a written or a video/audio application. We do not have any preference for the format of the application and the recorded version should have the same content as if it were written.
- There is a space in the form for you to outline your work, education, training, skills and life experiences that you think are relevant to the role. This is a space for you to

talk about your recent and current activities and how they might have prepared you to take on the role with Jerwood Arts.

- The Supporting Statement gives you the opportunity to talk about your ambitions for the role and how you meet the necessary Experience, Skills and Abilities, Personal Attributes and Interests. You might find it helpful to specifically address the items in the points outlined in this job pack.
- You will need to provide details of two referees as part of your application. In addition to your current or most recent employer, you should choose someone who knows you and your work well, rather than someone who looks impressive on paper. They do not need to necessarily work in the arts. We will only contact the referees of those who reach the final stages of our recruitment process.

### **Selection Process**

All applications will be read by at least two members of the Jerwood Arts team and a Jerwood Arts [Artist Adviser](#). Those reviewing applications will consider the case made against the Skills and Experience we are looking for (Experience; Skills and Abilities; Personal Attributes and Interests) outlined for this role. Artform interests may also be taken into account during the shortlisting phase to ensure we maintain a balance across the team.

Our team have received bias awareness training and we are committed to ensuring that all applicants are treated equitably. Applications will be read without any information from the Personal Details section of the form. Personal details and equal opportunities monitoring information may be taken into account at final shortlisting stage to help us achieve our diversity and inclusion goals.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by an email which will outline full details of the interview process, including the questions you will be asked in advance. This may include an exercise to test your ability to carry out specific requirements of the role.

#### **1st Round Interviews: 12 October 2020**

While we will endeavour to meet applicants' needs, this interview date is fixed; please ensure you could be available if you are shortlisted. In some instances it may be necessary to invite applicants back for a second interview. You will be given full details about the arrangements if it is decided that this is necessary.

The interview will be held either in person or by video call depending on government guidance at the time and as agreed with the candidate. Reasonable travel expenses to attend interviews for those coming from outside London will be reimbursed. The interview will be with two members of the Jerwood Arts team and a Jerwood Arts [Artist Adviser](#).

The outcome of all applications will be communicated by latest 16 October 2020. As part of our commitment to equal opportunities, written or verbal feedback will be provided to all interviewed applicants on request by 23 October 2020.

All offers of employment at Jerwood Arts are made subject to receipt of satisfactory references. 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. Successful applicants will be asked to provide us with evidence to support their entitlement to work in the UK.