



# **Fieldworker**

**(Staffordshire/Derbyshire)**

## Information Pack

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**[www.liveandlocal.org.uk](http://www.liveandlocal.org.uk)**

## **Job Description – Fieldworker (Staffs/Derbys)**

The Fieldworker is accountable to the Development & Projects Manager and is the “face” of Live & Local in Staffordshire and Derbyshire<sup>1</sup>. This role is anticipated to be home-based, working remotely, but as an employee of Live & Local with regular communication and meetings with the office based team in Warwick.

Overall the role is about identifying opportunities and managing relationships with our network of voluntary organisations, local authority funders and other potential partners.

It relates variously to all of our activities including the Community Touring Scheme (CTS), Big Picture Show (BPS) in some counties, artist development scheme (DART) and other time limited projects relating to young people (LaunchPad), health and wellbeing and the rural economy.

It is a complex role including research, advocacy and volunteer recruitment and support as well as providing practical event and marketing support to the network.

### **Recruitment & Retention**

Ensure a strong and vibrant local network:

- Research, identify and approach potential voluntary groups and organise meetings. Plan and deliver recruitment drives in specific areas;
- Respond to and meet organisations who have enquired about being promoters (CTS/BPS); introducing the performance scheme, assessing the group and their venue and writing reports;
- Research, identify and meet organisations who have enquired about involvement with our other activities or projects;
- Keep the enquiries and touring scheme management databases up to date.

### **Supporting Performances & Events**

Develop the skills and knowledge of the local volunteers and their groups to successfully promote and manage professional arts events in their community:

- Advise new CTS/BPS promoters on their choice of shows/Films for their local community;
- With the Marketing & Communications Team provide Promoters with marketing advice during the run up to their events by telephone, email and in person;
- Identify practical marketing/networking opportunities within and between communities and organising networking opportunities for the volunteers;
- Attending events: providing practical support and advice to the local group and artists to ensure a quality event for all involved, carrying out occasional audience surveys and encouraging people to join the mailing list and to become Friends.

### **Project Development & Support**

Support the Development Manager in shaping and delivering time-limited projects and driving forward new initiatives on the ground:

- Research and develop new projects and initiatives relevant to the business plan;
- Support the Development Manager in implementing projects;
- Keep abreast of local funding and/or partnership opportunities relevant to the business plan;
- Running the annual Promoter networking meetings.

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<sup>1</sup> And some parts of Leicestershire

## **Advocacy & Communications**

- Maintain relationships with our local authority contact officers, prepare regular reports with monitoring and evaluation information and keep them in touch with general Live & Local developments, plans and opportunities;
- Support the Marketing & Communications team in maintaining our local profile through networking and by ensuring a positive relationship with key stakeholders:
  - Local authorities;
  - Local voluntary network(s);
  - Potential partners.
- Ensure the Key Contacts database is kept up to date in terms of Local Authority contacts and Councillors;
- Contribute regularly to our social media activity.

## **Strategic Development**

- Support the development of the organisation's strategic direction in relation to:
  - Voluntary organisations and community development;
  - Projects and partnerships;
  - The Creative Case for Diversity;
  - The use of digital activity that will make it a vital dimension of everything the organisation does.
- Attend events in the region by artists who are under consideration for inclusion in the Live & Local menu of shows available for booking or the DART programme;
- Monitor and report on community and personal outcomes through written reports, presentations and preparation of case studies.

## **General**

- Contributing to the implementation of all Live & Local policies;
- Attending appropriate meetings and networking events;
- Undertaking appropriate training;
- Other reasonable duties as deemed necessary.

# Person Specification

**Essential:** These are the minimum criterion needed to carry out the job & the job cannot be done without meeting these criteria.

**Desirable:** The job could be done without meeting these criteria but will be taken into account if more than one candidate satisfies the essential criteria.

<b>General Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Minimum 3 years professional experience working in similar or related environments</li> <li>• Working with volunteers and voluntary organisations in a professional capacity</li> <li>• Working as an employee in a team based office environment</li> <li>• Presenting new ideas to people and speaking in public</li> <li>• Running effective meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Working as a remote worker</li> <li>• Working with or for local authorities</li> <li>• Local government structures and systems</li> <li>• Working as a volunteer yourself</li> <li>• Working with rural communities</li> <li>• Managing volunteer recruitment and retention</li> <li>• Experience and understanding of digital / social media platforms for marketing &amp; communication</li> <li>• Experience of undertaking research/case studies and collating information into reports</li> </ul>
<b>Arts Experience/Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A record of attending a variety of professional arts events on a regular basis</li> <li>• Ability to assess the success of arts events</li> <li>• Experience of running &amp; organising arts events</li> <li>• Experience of marketing, publicity and/or promotional practices</li> </ul>	<ul style="list-style-type: none"> <li>• Assessing the quality and success of performing arts events as part of a job</li> <li>• Stage management</li> <li>• Front of house management</li> <li>• Writing press releases</li> </ul>
<b>General Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Aptitude to work as a remote <u>employee</u> with minimal supervision</li> <li>• Ability to plan and manage own workload</li> <li>• Confident and competent IT user with experience of word processing, spreadsheets, internet and email</li> <li>• Excellent telephone manner</li> <li>• Good interpersonal skills and friendly personality</li> <li>• Clear and confident verbal communication skills</li> <li>• Clear and confident written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• MS Office Professional software – (This includes Word, Access, Excel, IE Explorer, Outlook)</li> <li>• Use of CRM databases</li> <li>• Knowledge of a range of approaches and techniques to facilitate skills development with groups and individuals</li> <li>• Developing and delivering case studies</li> <li>• Use of social media channels in a professional capacity</li> </ul>
<b>Education/Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• At least an A Level in English and good numeracy skills with at a least a GCSE in Maths</li> <li>• Track record of learning new skills and training</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant professional development training beyond higher education</li> </ul>
<b>General</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Understanding the objectives and ethos of the organisation</li> <li>• Prepared to work occasional unsociable hours</li> <li>• Access to secure, reliable and efficient broadband service at remote work site and/or a home office</li> <li>• Current driving licence and access to a car</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Staffordshire, and Derbyshire</li> </ul>

# **Terms and Conditions**

The post is offered as a salaried position as an employee of Live & Local Ltd. on a fixed term annualised contract for one year in the first instance. These hours can be worked flexibly as needed and required, but there will be some expectation of core working which will be discussed with interviewed applicants. The post will be subject to Live & Local's standard Terms and Conditions of Employment for 2017/18.

## **Salary**

- £19,939 pro rata
- Salary is paid monthly in 12 equal amounts across the year

## **Hours**

- Total 1,274 hrs across the year which represents a notional average of 24.5 hours per week. (0.7FTE)
- Some regular working days and hours for each week will be agreed before the start of the contract. However it is inevitable that these will vary in some weeks in order to fit with the needs of the job. The employee will be required to keep an accurate record of hours on a monthly basis to enable forward planning.
- There is an expectation that a minimum of 50 hours would be worked per month;
- Weekend and unsociable (evening) hours are an accepted part of this job. However these would be agreed after discussion between Live & Local and the post holder;
- Any additional agreed duty hours, i.e. work that is part of required duties, are paid at an hourly rate commensurate with an employee's annual salary.

## **Other**

- It is anticipated that the post holder will be home-based;
- Company laptop provided;
- One month probation period and a performance review after three months;
- There will be 22 days annual paid leave (leave year is April to March);
- Pension: 1% employers contribution increasing in-line with statutory requirements
- Termination of contract would be 1 month on either side;
- The post holder will be responsible to the Development & Projects Manager;
- Travel expenses are paid for travel associated with the job.

## **Application Procedure**

The online application form is available under the jobs link at [www.liveandlocal.org.uk](http://www.liveandlocal.org.uk). Please submit completed form no later than **noon on Thursday 25<sup>th</sup> January**. We can only accept forms submitted online.

Please provide names of two referees with your application. Their details should include name, organisation, email address, telephone number and their relationship to you.

If you have not heard by **5pm on Monday 29<sup>th</sup> January** you may assume that you have been unsuccessful. NB: We only provide feedback to candidates who are interviewed.

Interviews will take place on **Thursday 1<sup>st</sup> February in Warwick**.

The anticipated **earliest** start date is in week commencing **Monday 19<sup>th</sup> February**

The anticipated **latest** start date is in week commencing **Monday 5<sup>th</sup> March**

## **About Live & Local**

Mission: Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principle activity is the support of a high quality curated arts programme in partnership with voluntary organisations.

Currently we cover Warwickshire, Staffordshire, Derbyshire, Worcestershire, Nottinghamshire, Lincolnshire, Leicestershire and Rutland. We support approximately 500 live shows and 260 cinema screenings per year as well as a range of time limited projects.

We also run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders. The main activities are therefore:

- The community touring scheme (CTS) - under the banner 'Surprising shows in surprising places'
- Big Picture Show cinema network (BPS);
- An artist development programme (DART);
- Rural Artworks - Arts led community cohesion projects (RAW).

The full CTS and BPS network comprise over 300 voluntary organisations across eight counties. It is a partnership between the knowledge and commitment of local volunteers and the professional expertise of Live & Local.

### **About our Work**

[www.liveandlocal.org.uk](http://www.liveandlocal.org.uk)

[www.bigpictureshow.org.uk](http://www.bigpictureshow.org.uk)

<http://developingartistsinruraltouring.wordpress.com/>

[Arts Council England – The Creative Case](#)

[Live & Local – Digital Policy \(Draft\)](#)

### **About our Funding**

Live & Local is funded by a mix of local, regional and national bodies. We have retained our National Portfolio Organisation status (NPO) of the Arts Council England (ACE) in the recent round for up until 2022. We also get funding from the British Film Institute (BFI).

We are funded by seven County Councils and 43 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with these local authorities. We also raise income from the box office from the touring scheme and local contributions to specific projects. We also run a Friends Scheme.

### **Staffing and Governance**

The organisation consists of the full-time Director, a full time Marketing & Communications Manager and two full time Marketing Assistants. Also a full-time Company Administrator and a full time Assistant Administrator, a part-time Development Manager, three Fieldworkers and a part-time Technical Officer. The majority of staff members are based in the Warwick office, apart from two Fieldworkers who work from home.

The company also occasionally contracts fieldworkers and freelancers for projects and for technical support at events.

Live & Local is a Company Limited by Guarantee with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities.

## Office and IT

The company is based in Warwick in a 2<sup>nd</sup> floor (no lift) office suite on a lease from Warwick District Council.

- The contract holder will be supplied with a laptop for company business and a mobile phone if required.
- The office has a networked PC computer system with remote access facilities. Also a colour and black and white printing and a digital photocopier/scanner (i.e. linked to the computer network).
- The software packages include Windows XP, MS Office Professional XP (Word, Outlook, Excel, Access), DTP (Publisher) and Photoshop. We currently use Contribute to maintain our website;
- The financial package is QuickBooks 2013 with QuickBooks payroll;
- The performance scheme and mailing lists are managed by an in-house designed relational database program (on MS Access and SQL Server);
- We use the Mail Chimp bulk emailing solution to manage our email lists;
- Live & Local also has a high quality digital camera and digital video camera;
- We own five sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens and digital projectors;

## National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF) which represents a number of mainly rural touring schemes and arts development agencies, principally across England. The NRTF aims to encourage the touring of high quality professional arts performances and events to rural communities and meet the needs of the member schemes. <http://www.nrtf.org.uk>

Forty touring schemes are currently members of the NRTF and form a nationwide network of over 1,500 promoters. While the members of the NRTF reach many parts of the country, the NRTF itself is a small organisation funded through membership fees. It is also currently an RFO (Regularly Funded Organisation) of the Arts Council, England.

There is a national conference once a year and as the members are from rural areas this usually occurs in particularly pleasant surroundings! The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional project development opportunities.

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“I like being part of bringing professional theatre into a small community and putting a bit of heart into the place“Local Promoter

**“People surprise themselves by coming to things they wouldn't normally dream of coming to!”** Local Promoter

“Good fun, good value, unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved” Live & Local Audience

**“The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local”** Horse + Bamboo

“Brilliant event! Live & Local continues to offer superb entertainment”