

BATTERSEA ARTS CENTRE

The Agency National Coordinator Applicant Information Pack

Contents

Introduction / How to Apply _____	2
About Battersea Art Centre _____	3
Working at Battersea Arts Centre _____	5
The Role _____	6
Terms & Conditions _____	12

April 2024

Introduction / How to Apply

Thank you for your interest in the role of The Agency National Coordinator at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the online application.

All applications must be submitted by **10am 7 May 2024**. Successful shortlisted applicants will be invited to attend an interview during the week commencing **20 May 2024**. Interviews will take place in person at Battersea Arts Centre/online via Teams. We can provide a BSL interpreter if required.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. If you share a commitment to BAC's mission and values, we want to hear from you.

We have provided a number of different methods of capturing your application information (written text, audio and video) as a part of our commitment to ensuring that our application process is accessible. It is your responsibility as a candidate to ensure that your application text, audio or video is in a format that can be accessed by our shortlisters. BAC does not take responsibility for when an incorrect, or inaccessible link is provided in an application, and we may have to reject your application.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application.

People Team
Battersea Arts Centre

About Battersea Art Centre

BAC is a home for the extraordinary.

We believe that bringing people together to connect, collaborate & be creative inspires positive change. Hence, our beautiful building is a home for reimagining what's possible. Through our artistic programme, our community projects and our commercial events, we host extra-ordinary experiences that positively impact individuals and their communities.

The inclusive, generous and collaborative way we hope to work with colleagues and partners is encompassed by the old motto of our Town Hall building:

'Not for You, Not for Me, But for Us'.

About The Agency

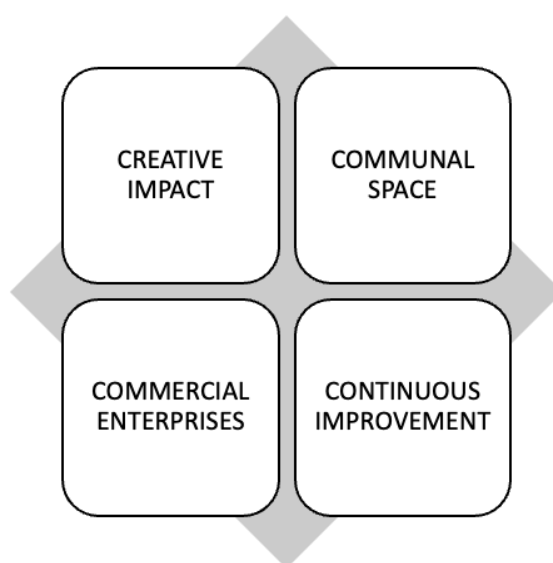
The Agency is a collaborative project directed at engaging and empowering young people within local communities to plan, structure and deliver their own projects. Using a methodology developed for working with young people living below the poverty line in Brazil, the project provides development opportunities for young people in the UK, helping them to launch social enterprises and ambitious projects that positively impact the local area. The Agency is a National Programme established in 2013. It has been run Manchester, London, Chester, Belfast, Cardiff and Southampton. The Agency has also piloted in Feltham Young Offenders Institute for boys aged 15-17. With sustained support from our funders we are building on the strong foundations of the programme to continue to grow nationally, with more partners interested in the social impact of this creative methodology. This is an

exciting time to join as we explore The Agency becoming its own organisation.

Project Working

BAC operates a project working structure, which means that teams and team members work flexibly across projects to deliver activity. Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's specialism, creating a more dynamic set of teams across everything we do.

Our projects all sit underneath the following areas of work:



Creative Impact

- Projects that support the creative development, platforming and progression of contemporary performance makers and young people

Communal Space

- Projects that help us care for, celebrate and share our beautiful building with our local community and put access and inclusion at its heart.

Commercial Enterprises

- Projects that see us deliver an exceptional events and space hire service for commercial clients which in turn supports the growth of the charity.

Continuous Improvement

- Projects that build the resilience of BAC to futureproof the organisation and enable us to continue to take risks, fail, innovate, and succeed.

This role will work within the Communities Team and will help deliver BAC's **Creative Impact** strategy. This role will also frequently work across other strategies and projects.

Working at Battersea Arts Centre

BAC's office is an open-plan space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout the building; there are accessible toilets and a mix of loud and quiet spaces. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles up a hill. There is a disabled parking bay on Theatre Street next to the building.

We would also entertain this role being worked remotely with the right candidate, if they are able to travel regularly to London at their own expense. The role will involve coordinating and attending meetings, communicating via phone / video conferencing, email and in person, and using a computer for several hours across the day.

Some evening and weekend working, plus potential travel to external partner meetings and events will be required as part of this role. Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

BAC is a busy organisation and has around 50 members of staff. All staff are offered a flexible management structure through a combination of line management, in-house coaching, individual supporter and mentor options. Usual office hours are 10am-6pm and we offer flexible working where possible.

The Role

Responsible to: The Agency National Programme Manager

The Agency National Coordinator works within Battersea Arts Centre's Creative People's team, supporting an award-winning national programme. You will be responsible for coordinating administration and communication across The Agency programme, with internal and external stakeholders. This role works closely with Project Managers from different partners to ensure that information and resources are organised and available for their delivery across the whole of the UK.

From the creation of contracts and schedules to coordinating travel, processing payments and liaising with young people and BAC staff, you will have the ability to manage a large number of small tasks. Working collaboratively with people from across the staff team, as well as young people and freelancers, you will be approachable and organised in responding to a changing programme of activity.

We are currently in a consultation phase for The Agency to become its own organisation, and the National Coordinator will support the delivery of this work.

We are looking for someone with a passion for the power of creativity, who will bring a dedicated and inclusive approach to external stakeholder and staff support, with strong organisational and time management skills to meet the demands of this exciting and dynamic role. You might have experience as an assistant producer, production administrator or have worked in community engagement roles. You don't need experience of working in a venue – BAC can provide training and professional opportunities to support your development.

We can be flexible about how this role can work. Please talk to us in advance of application if you would like to discuss how this role could work for you. We would consider this role at either full time or 4 days a week.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector.

A detailed outline of the tasks and responsibilities for this role, contractual terms & conditions and a person specification is outlined below. It is worth noting that The Agency National Programme Manager works remotely from Manchester.

<p>Department/ area</p>	<ul style="list-style-type: none"> • As a team member of Creative People, you will work under the Next Gen strand, which is about empowering young people to be creative, upskill and make performance-based work. • More specifically you will work on The Agency, a national programme with sites in Belfast, Chester, Manchester and Southampton.
<p>Administration</p>	<ul style="list-style-type: none"> • Lead the day-to-day administration for The Agency team, working across different aspects of the programme, as required; • Accurately draft, check and send (via Adobe Sign) all partnership agreements, liaising with Programme Manager to ensure contracts are in line with policies, HMRC guidance and IP agreements. • Draft contracts for freelancers and contracted support workers, such as freelancers, including external evaluators - ensuring role briefs, financial arrangements and schedules are included and in place - to be promptly submitted to the People team; • Work with Programme Manager and the Finance team to ensure timely payment of invoices, deputising for Programme Manager on any follow up of outstanding payments or information required and escalating delays to the respective project Heads and Head of Finance, if appropriate; • Support the delivery of consultation and organisational development of The Agency to become its own organisation.

	<ul style="list-style-type: none"> • Support and administrate on regular data reporting, including collecting and maintaining monitoring data, while supporting on the needs of funders, including the creation of funding reports, as required; • Develop schedules and supporting teams with the allocation of training and resources. • Manage and update documents, tools and software used by The Agency team, whilst sourcing ways to streamline and simplify processes and taking the lead on implementing new systems, as required; • To ensure effective and comprehensive administrative systems are maintained and communication materials distributed; • Organise marketing and publicity material for The Agency, working with other Agency partners and the marketing leads; • Ensure that the filing system is up to date and organised, complying with GDPR requirements.
<p style="text-align: center;">Project Coordination</p>	<ul style="list-style-type: none"> • Coordinate The Agency team meetings, including scheduling, taking notes and actions and providing support for IT and other aspects of set up as required; • Coordination with the independent evaluator to monitor and evaluate The Agency in line with the evaluation framework. • Book travel and make arrangements for partnership support visits and meetings. • Coordinate teams attendance of external events, including arranging travel and accommodation as required; • Support the coordination of the National Gathering, a large event that takes place once a year bringing together external stakeholders, funders and supporters. Arranging, catering, travel, and liaising with the wider team, as required. • Offer additional support on specific tasks, when needed.

	<ul style="list-style-type: none"> • Support and lead on the creation of bespoke events that bring agents together, as we start to plan a more robust support package for alumni.
Communication, Relationships, and Access & Inclusion	<ul style="list-style-type: none"> • Work with the Head of Operations to ensure Health & Safety policies and risk assessments are adhered to, and guidelines are upheld • Assist with management of general email correspondence, invites, newsletters and mailouts, and enquiries. • To maintain knowledge and communication for the effective delivery of the project • Maintain a strong relationship with The Agency National Programme Manager through regular communication and meetings
General	<ul style="list-style-type: none"> • Help maintain good working relationships with all partner organisations • Support on the development of successful partnerships with organisations • Work in accordance with BAC's Code of Conduct and all organisational policies, such as Safeguarding, Health & Safety, Environmental and Access & Inclusion; • Support ways to limit BAC's carbon footprint in all areas of your work; • Undertake any other duties as reasonably required by BAC's leadership. • Bring your energy and passion to the role, offering new approaches and ways of doing things.

Person Specification

Essential

Experience:

- Demonstrable administrative experience within an arts / cultural venue and / or with a community setting
- Demonstrable experience of liaising with various teams and / or partners to deliver projects
- Experience of working closely with different stakeholders
- Strong track record with coordination

Knowledge:

- A good working knowledge of industry contract arrangements, e.g. funding and partnership agreements.
- A good understanding of the difference between general contracts of engagement, i.e. freelance, contract worker, and employee contracts
- A good understanding of how to effectively support freelancers and facilitators

Skills & abilities:

- Excellent communication skills, with the ability to adapt your communication style to a range of people from different areas of expertise and knowledge
- Strong written and oral communication skills.
- Good skills with Microsoft Excel, Word and Outlook, and the ability to create effective documents for project planning purposes, e.g. schedules
- Ability to work independently, with excellent workload management skills
- Ability to work collaboratively as part of a team
- Strong efficiency and organisation and the ability to prioritise, seek solutions and make decisions independently
- Ability to look ahead and pre-empt issues before they arise

Interests & values:

- A generosity of spirit and ability to stay calm under pressure
- A dedication and belief in putting representation, inclusion and access at the heart of what you do
- A welcoming and friendly approach
- A people centred approach to problem solving
- Accuracy and attention to detail
- Positive and flexible attitude
- An ability to build strong and warm relationships with colleagues
- A dedication to support young people.
- A passion and commitment to arts with a social purpose;
- A commitment to Battersea Arts Centre's mission & values;
- Willingness to take part in professional development opportunities and to develop new skills.

Desirable

- Producing House and / or Touring admin / co-ordination experience on any type of creative or community programme.
- Experience working with young people.

Terms & Conditions

Salary: **£25,000** gross per annum

Hours: **35** hours per week, excluding a daily one-hour lunch break.

Usual office hours are 10am-6pm. The job location is BAC, we offer flexible working and this role could be mainly delivered remotely, but there will be occasions where on site presence is required, we expect staff to cover costs of their own transport to and from BAC. Occasional evening and weekend work may be required. All staff at Battersea Arts Centre are expected to attend performances and be a part of the artistic life of the organisation.

We would also consider a candidate who only wanted to work 4 days a week.

Overtime: No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.

Annual Leave: 4 weeks per year pro rata (5 weeks following one full year of service)

Probation period: **6 months**, with a 3 month review

Notice period: **2 months**

Contract Period: **Contracted until April 2026, extension possible subject to additional funding.**

Workplace Pension

Scheme: BAC's pension scheme is provided by NEST

Staff Benefits Complimentary tickets for performances at BAC (subject to availability and staff ticket policy)

Cycle to Work Scheme

Discount in the BAC cafe (subject to discount policy)

5 Development Days per annum