



Come and Join our Team

VACANCY

Learning Programme Organiser, Lowlands and Uplands area. (LUPS)

Part time - 4 days per week (28 hours)

2 Years fixed term contract April 2021 – March 2023

Full time salary for the role £29,355 p.a. Pro rata £23,484 (35/28 hours per week) Employer pension contribution 3%.

Background

The Scottish Artists Union Learning Pilot Programme began in 2017. Funded by Scottish Union Learning (SUL), the programme has now established itself as integral to the union, connecting us with our members and supporting artists with opportunities to connect and develop their professional practice. The programme has delivered workshops and events from Dumfries to Orkney covering a range of subjects from practice development to skills-based learning. The programme has taken a creative and imaginative approach to a set of established workplace skills, developing new ways of working and thinking in common. The courses were delivered by innovative practitioners and unique thinkers to create content tailored specifically to artists and their needs. The content of the programme was artist-led, developed by the Learning Programme Manager and the H&I Learning Organiser, and built in response to the very specific needs of the sector in consultation with a number of key individuals, membership organisations, data from the union's annual members' survey, and artist-led groups. There are currently two posts – one covering the Lowlands and Uplands (LUPS) geographic area and the second covering the Highlands and Islands (H&I). The programme also connects us to the wider union movement through the Scottish Trade Union Congress (STUC).

Role

The Scottish Artists Union is seeking to recruit a Learning Programme Organiser for the Lowlands and Uplands area of Scotland. Funded through Scottish Union Learning, the post is fixed-term 2 year contract to 31 March 2023.

The SAU office is based at the WASPS Briggait building in Glasgow; however, staff are all remote working currently due to Covid-19 restrictions. This post will be line-managed by the Learning Programme Manager. and supported by the President of the SAU and staff from Scottish Union Learning.

The Learning Programme Organiser will develop and manage an established vibrant Learning Programme for our membership of visual artists and make community, develop links with partners and learning providers to support trade union-led learning in the Lowlands and Uplands area. The current programme is delivered on-line; therefore, the post requires a high level of IT confidence and knowledge.

Candidates will have a commitment to trade union values and have knowledge of the work unions do in relation to learning and skills; have extensive knowledge of delivering learning events within a creative environment; have knowledge of the visual and applied arts sector across Scotland. Candidates should also have a good knowledge of Scotland's learning environment and an enthusiastic belief in learning as a key to supporting artists practice and professional development.

Application notes

Please apply with a C.V. and a supporting letter (2 sides of A4 max) outlining why you are applying for the post and how you meet the Person Specification criteria. Please also outline a recent learning event or project you have delivered. Please supply two professional referees, one of which should be a recent employer.

Please complete the Equal Opportunities form enclosed and return to office@artistsunion.scot

The closing date for receipt of applications is **Friday 2nd April @ 5.00pm 2021**

Send applications by email to: learning@artistsunion.scot

Interviews are to take place online in the week beginning 5th April or 12th April 2021.

The SAU welcomes applications from all suitably qualified people and aims to employ a diverse workforce that reflects the people of Scotland. If you require any support with applying for the post or have any access needs, please contact us and we will aim to support you.

For further information about the post please contact lynda.graham@artistsunion.scot

Job Description

Job Title: Learning Programme Organiser (Lowlands and Uplands)

Duties:

Organising through learning

- Research the skills requirements of working visual and applied artists for Lowland & Uplands (LUPS) areas of Scotland.
- Organise bespoke courses and workshops across Lowland & Uplands, co-ordinating with Highlands & Islands Learning Manager. Delivery will be a blend of online and in person learning as per relevant Covid-19 circumstances.
- Create and develop online and offline artists' networks.

- Manage project evaluation, on-going and end of project reporting as required to SUL/STUC and SAU Executive Committee.
- Work with artists, the sector and the wider trade union movement to increase support and understanding of the artist and what they bring to society.
- Alongside the EC explore member representative models to develop and sustain the SAU organising agenda.
- Create and manage partnerships with visual and applied arts organisations in Scotland.
- Manage the training and learning budget and financial reporting to SUL (LUPS area) and liaise with the SAU Finance Manager and SAU Treasurer.
- Make applications to the SUL/STUC Learning Fund for the provision of courses and workshops.
- Oversee, manage and draft project tender applications and submissions.
- Create new and manage relationships with course providers ensuring courses are delivered effectively.

Publicity & Marketing

- Manage Facebook, twitter, Instagram and learning pages on website for LUPS learning events liaising with H&I when required.
- Manage marketing and publicity of learning events in LUPS.
- Raise awareness of courses and classes through partnership publicity.
- Draft and distribute relevant publicity and a regular Learning newsletter in liaison with the Learning Programme Manager.
- Continue to develop and update a visual and applied arts industry mail list.
- Create and oversee learning content and information for activities in the LUPS. for the SAU website and social media pages.
- Manage Facebook, twitter and Instagram accounts in relation to content posted for LUPS events and activities.

Workshop Design

- Co-create participative and collaborative workshop designs with those assigned to deliver SAU events and workshops.
- Use Peer to Peer learning where possible, make use of tangible sector case studies.
- Contribute learning events at the SAU AGM, in collaboration with the SAU Executive Committee.

Teamwork

- Attend regular staff meetings.
- Attend Executive Committee Meetings when required.
- Travel around the region for courses, events and workshops when required.

Supervisory responsibilities:

- The recruitment and monitoring of freelance trainers, artists and course providers delivering the learning content.

Qualities:

- Self-motivated, organised and a proactive approach.
- Good communication skills.
- Excellent teamwork skills.

Other:

- The LUPS Learning Organiser will be supervised by the Learning Programme Manager.
- The post requires some flexible working of evenings and weekends in line with the needs of the union.

Person Specification

Essential:

- Arts Degree or equivalent qualification (SCQF level 9 or above) and/or relevant experience.
- 3 years Project management experience, with good planning, monitoring, reporting and financial management skills.
- 3 years' experience of working in the visual and applied arts sector or another relevant learning environment.
- Strong knowledge of Scotland's visual arts sector and artists' working practices; knowledge of creative learning environments and delivery of learning events and an understanding of how to plan accessible and inclusive events.
- An excellent understanding of and commitment to anti-discriminatory working practices encompassing Equality, Diversity and Intersectionality.
- Strong self-motivation skills and ability to use initiative and be proactive.
- Experience of using on-line learning delivery methods.
- Knowledge of databases and delivery of online learning platforms.
- Ability to communicate effectively with a range of organisations and individuals.
- Good interpersonal skills and a commitment to team working.
- Excellent written and verbal communication skills, IT, Social Media and presentation skills.
- Experience of making successful funding applications.
- A commitment to the trade union movement and appreciation of the role of the STUC and the value of learning and skills.
- Experience of recruiting, supporting and supervising freelance artists, trainers and specialist providers.
- Ability to travel throughout Scotland, particularly in the Lowlands and Uplands.

Desirable:

- Knowledge of arts sector issues specific to the Lowlands and Uplands.
- Proven ability to work with trade unions and other stakeholders.
- Good research and analytical skills.
- Experience of developing projects with unions.
- Experience of working with voluntary Committees or Boards.
- Experience of creating and managing artists' networks
- Experience of managing social media for an arts project
- Knowledge of databases and web platforms e.g., Nationbuilder

/end.