



October 2020

Dear Applicant

Common Ground Assistant– 18 month fixed term contract January 2021 – June 2022

Thank you for your interest in this role at Norfolk & Norwich Festival, which is an opportunity work as part of a team who organise creative projects for young people at heritage sites across the East of England.

This eighteen-month position is part of our Creative Engagement department and provides an excellent opportunity to learn while working. The assistant will support the administration and delivery of Common Ground projects, as well as being given opportunities to develop their knowledge and experience as they work with our Heritage partners.

Common Ground is currently planning the four projects it will deliver in 2021 and five projects delivered in 2022. Each project is unique and will be based at one of the natural or cultural heritage sites run by a Common Ground partner organisation. The topic of the project and the artists involved will be chosen by young people, making almost anything possible in the next two years. From drone footage to creative writing, to digital visitor experiences, exciting projects are to come.

As well as being part of the Common Ground team, the assistant will also be part of the team of staff who organise Norfolk & Norwich Festival. The Festival programme encompasses many different artforms, it is contemporary, international and for everybody. We are also continuing to work to extend our reach and influence year-round across East England through projects and initiatives, such as Festival Bridge, Norfolk Open Studios and Common Ground.

This is a particularly exciting time to join us as in 2022 we celebrate our 250th anniversary. The duration of this post means that you will be part of the team helping us look back at our past and question our future.

Norfolk & Norwich Festival welcomes applicants from a wide mix of people because we want our workforce to be inclusive of people from a diverse range of backgrounds. We are therefore particularly interested in receiving applications from people who identify as disabled, people from culturally diverse backgrounds and people from socio-economic backgrounds that are currently under-represented in the arts. Our current office is in a grade II* listed building in an historic part of Norwich and there is no lift access. We are currently in negotiation for a new office space that will enable us to achieve our ambition to be accessible for both our audiences and our workforce.

In this round of recruitment we are trialling a new approach to inclusive recruitment. In acknowledgement that some voices are under-represented in the arts, we commit to interview every candidate who meets the essential criteria in the person specification and identifies as disabled and/or from a culturally diverse background. *We acknowledge that the term 'culturally diverse background' is imperfect and does not adequately represent all experiences or communities. We use it to refer to the cultural backgrounds which may be termed the Global Majority and/or Black, Asian and Minority Ethnic (BAME). We are reviewing the language we use in our organisation to describe diversity and difference.*

All the information you need about the post and the application procedure is provided in the accompanying documents. If you have any questions about the post feel free to email me via Gemma Layton, Office Manager on gemma.layton@nnfestival.org.uk. The deadline for applications for the post is noon on Monday 16 November 2020. Interviews are planned for week commencing 7 December 2020.

If you are interested in working for us and believe this job suits you, I encourage you to apply.

Best wishes,

A handwritten signature in black ink that reads 'Daniel Brine'.

Daniel Brine
Artistic Director and Chief Executive



Common Ground

Common Ground is project designed to connect young people with their local heritage through the creative arts.

What is heritage you ask? Well, there are two types of heritage: Cultural heritage like museums, historic buildings, paintings and books; and Natural Heritage, like nature reserves, rivers, and landscapes.

Over the next two years Common Ground will run creative projects at heritage sites that young people aged 13-26 help design and take part in across Norfolk, Suffolk and Peterborough. To make this happen Norfolk & Norwich Festival has teamed up with some brilliant heritage organisations including with Norfolk Wildlife Trust, National Trust, Prince's Trust, Colchester + Ipswich Museums, and SHARE Museums East,

This is a Norfolk & Norwich Festival 250 project and is supported by The National Lottery Heritage Fund.

www.nnfcommonground.org.uk

Common Ground Assistant

Team: Creative Engagement
Reports to: Common Ground Manager
Responsible for: Casual staff and volunteers as required

Purpose of role

To support Norfolk & Norwich Festival's Common Ground team in the development and delivery of multiple creative projects at heritage sites across Norfolk, Suffolk, and Cambridgeshire. In addition, the assistant will develop skills and knowledge through on-the-job and other training.

All staff work towards Norfolk & Norwich Festival's goals, which are:

- to have more people experience and value the arts
- to be a champion for excellence in the arts
- to be valued – locally and internationally – for our unique and distinctive arts festival
- to be embedded in Norfolk and Norwich and to extend our reach and influence across East England and beyond
- to be socially responsible, committed to questions and actions about a changing world including diversity and difference, environmental sustainability and technological change
- to have a stable and adaptive business structure with diverse income streams.

Introduction

Common Ground is about connecting young people with their local heritage through the arts. What's great about Common Ground is that young people will have the opportunity to choose the creative projects we run, so that young people have the chance to take part in something they will really enjoy. We are also committed to giving opportunities to young people who might not normally get them, whether they are just low on confidence or if they've been facing serious issues like homelessness or trouble with the law.

The Common Ground Assistant post is appointed on an eighteen month basis. We also run Production and Programme Assistant and Communications and Development Assistant programmes and employ two Volunteer Coordinators (six months, Jan-Jun). This group is an important team of staff, who start same time to encourage friendships and support each other's development.

Main duties

The assistant will work with the Common Ground team to support the planning and practical delivery of Common Ground projects. This will include:

1. Working with the Common Ground Officer and Communications Assistant to recruit young people to common ground projects.

2. Organising catering for young people taking part in common ground activities and helping any participants who need support in travelling to projects and events.
3. Arranging travel, transport, accommodation, and catering for Project Artists as agreed in their contracts and working to set budgets.
4. Communicating with artists, their agents/managers and companies regarding their needs and requirements and ensure the delivery of these.
5. Working together with the Common Ground team to create and collate schedules and related documentation (risk assessments, insurance etc.) for the delivery of events and workshops.
6. Working with our partner Heritage Organisations to organise projects for young people.
7. Visiting Heritage sites across the East of England, with opportunities to work on short placements with partner heritage organisations.
8. Coordinate training events and participation activities for delivery partners, heritage staff and volunteers and young people.
9. Source materials and resources for training events and participation activities, ensuring facilitators have everything they need to deliver.
10. Working with the communications assistant to support social media content creation, newsletter mail outs and blog posts.
11. Contributing to the smooth day-to-day running of the NNF office by acting as one of the first points of contact for telephone calls, visitors, and deliveries
12. Supporting the Common Ground team by attending projects and workshops as required.
13. Being an active member of the Common Ground Young Producers group.
14. Standing in for colleagues in their absence/as requested e.g. minuting meetings, making diary/travel/accommodation arrangements for the Common Ground Team.
15. Undertaking training as identified and agreed with the Common ground Manager to ensure the ongoing effective development of the assistant.
16. Undertaking any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post.
17. Carrying out all duties in accordance with appropriate internal and statutory procedures, including our environmental policy.
18. Adhering to Norfolk & Norwich Festival's employment policies and procedures with particular reference to Safeguarding Children and Adults at Risk, Equal Opportunities and Health and Safety.

Person specification

It is **essential** that the Common Ground Assistant:

- understands the importance of keeping good accurate records, and has basic numeracy skills.
- is able to communicate clearly over email, on the phone, and in person.
- is interested in being part of a team which will create opportunities for young people.
- is interested in working with Heritage Organisations.
- has an active interest in arts and culture (e.g. photography, music, performance).

It is **desirable** that the Common Ground Assistant has:

- previous experience being involved in creative projects.
- previous experience and interest in natural or cultural heritage.
- administrative skills.
- experience of project delivery and/or event organising.
- experience of working with an arts organisation.

All Norfolk & Norwich Festival staff are expected to be:

- team players.
- good communicators, using appropriate means in effective ways.
- flexible and proactive in their approach to work.
- willing to learn and develop.
- able to manage their own workload with minimum supervision.
- able to remain calm under pressure.
- reliable time-keepers with a good attitude to attendance.
- committed to equality in the workplace.
- computer literate, including possessing basic word processing and spreadsheet skills.

The role will involve evening and weekend working on an ad hoc basis.

Terms and conditions of employment

Position	This role is a full time fixed term post, offered as an 18 month contract from January 2021 to June 2022.
Salary	£18,135 per annum (Living Wage Foundation, Real Living Wage)
Annual leave	Full-time entitlement for permanent staff is 28 days holiday per year in addition to bank holidays pro rata
Start date	Wednesday 6 January 2021
Pension	Norfolk & Norwich Festival operates an auto enrolment pension scheme.
Hours of work	37.5 hours per week (excluding breaks). Core working hours are 10am to 4pm with a lunch break taken between 12 noon and 2pm. You should agree your working pattern to enable you to work your contracted hours with your line manager. The nature of the position means some evening and weekend work, for which Norfolk & Norwich Festival does not make overtime payments. Time off in lieu may be available for out of hours working at the Trust's discretion.
Place of work	<p>The place of work will be the Festival's offices in Augustine Steward House, 14 Tombland, a grade II* listed building in central Norwich, and as required by NNF at such other places where the organisation carries on its proper business. The Festival uses a variety of venues throughout Norwich and Norfolk for performances and events.</p> <p>In the current pandemic, staff are largely working from home, equipment and support are provided to enable this.</p>
Travel	Staff may be required to travel throughout the region, sometimes in rural and isolated areas, nationally and internationally. Travel expenses will be reimbursed on the basis of the cheapest available public transport fare or at the appropriate rate for mileage established by Norfolk & Norwich Festival.
Probation period	Two months
Notice Period	One week's notice in writing on either side during the probationary period. Thereafter two months' notice in writing on either side once the appointment is confirmed.
Equal Opportunities	Norfolk & Norwich Festival is committed to a policy of equality of opportunity in its employment practices. Norfolk & Norwich Festival is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete the Equal Opportunities Monitoring Form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

How to apply

Application procedure

Application is by the completion of Norfolk & Norwich Festival's Application Form (a CV may be attached, in addition, if desired) which should be emailed to gemma.layton@nnfestival.org.uk along with a completed Equal Opportunities Recruitment Monitoring Form.

If you require the forms in large print or would like a paper copy posting to you please contact gemma.layton@nnfestival.org.uk.

If you would rather submit section 2 and 3 of the application form by video, please use a common format such as MOV, MP4 or AVI and submit this alongside your application.

For the supporting statement in section 3 of the application form, we encourage you to use examples to demonstrate how your skills and experience meet the criteria in the person specification.

Applications submitted without a completed application form (i.e. CV only) will not be considered.

Guaranteed interview

In this round of recruitment we are trialling a new approach to inclusive recruitment. In acknowledgement that some voices are under-represented in the arts, we commit to interview every candidate who meets the essential criteria in the person specification and identifies as disabled and/or from a culturally diverse background.

We acknowledge that the term 'culturally diverse background' is imperfect and does not adequately represent all experiences or communities. We use it to refer to the cultural backgrounds which may be termed the Global Majority and/or Black, Asian and Minority Ethnic (BAME). We are reviewing the language we use in our organisation to describe diversity and difference.

Applications can also be posted to:

Gemma Layton, Office Manager
Norfolk & Norwich Festival
Augustine Steward House
14 Tombland
Norwich NR3 1HF

If you are posting your application please mark your envelope PRIVATE AND CONFIDENTIAL and ensure that you have used sufficient postage.

Deadline

The deadline for receipt of applications is 12 noon on Monday 16 November 2020. No applications can be considered after the closing date.

Interviews

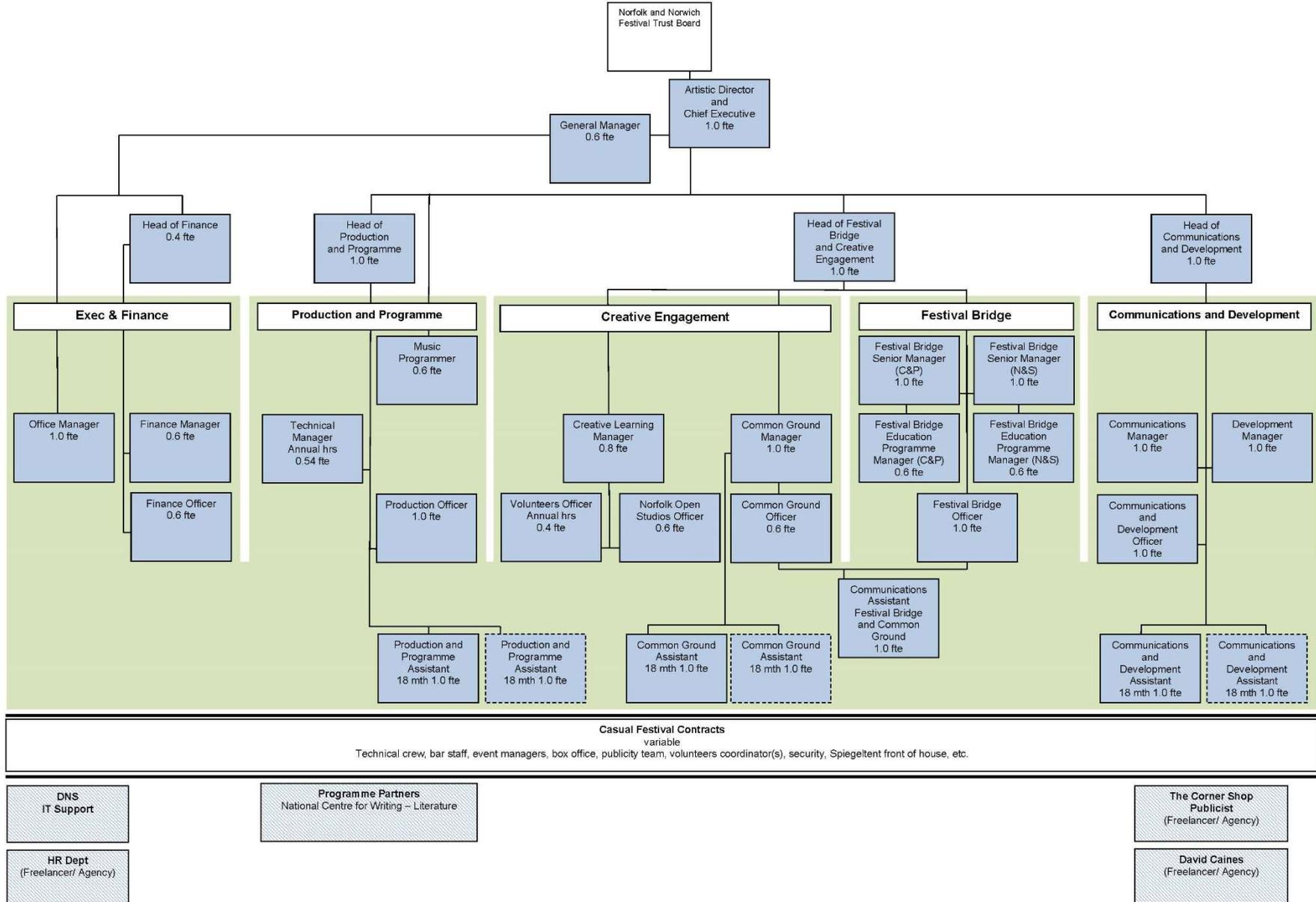
We anticipate that interviews will take place the week commencing 7 December 2020. Please advise us if you are unavailable that week.

Applicants will be notified if they have been shortlisted for interview by 5pm Friday 4 December 2020. If you have not heard from us by this date, please assume that your application has been unsuccessful.

Queries

If you have any questions about the post or application process in the first instance please contact Gemma Layton on 01603 877750 or gemma.layton@nnfestival.org.uk

Norfolk & Norwich Festival – Organisational Structure





How we use your data for recruitment purposes

Background

This privacy policy covers how we, Norfolk & Norwich Festival Trust, collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our commitment to job applicants

We believe in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection Regulation requirements.

The information we collect may cover the following:

- contact information (name, address, phone number and email address)
- information from CV, application form or covering letter (education, skills and qualifications)
- psychometric tests
- health records (such as health questionnaires) where required as part of the role
- occupational health reports (if higher level screening is required for role) with access to medical records consent being given by the applicant
- Disclosure and Barring Record where a requirement for the role
- references from the named referees that the applicant provides and only with the applicants' consent.
- visa and proof of the right to work in the UK documents, such as a copy of or details from your passport
- employment records (including job titles, work history, working hours, training records and professional memberships)
- salary, annual leave, pension and benefits information
- access to your DVLA portal and details you supply of your car insurance where relevant.

We may also collect, store and use "special categories" of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, in addition to information about any criminal convictions and offences.

Purpose of data collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that you are entitled to legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from selected background check agencies; for example, where appropriate to the role we may ask for DBS checks to be undertaken. Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way to carry out our obligations to ensure those recruited are suitable to deliver our work, for example compatible with our safeguarding procedures

How the information is held.

Most information is transmitted by email and is stored on our computers, and our paper based filing. We use a secured server which supports our email servers and any cloud-based file storage system. All this information can only be accessed by authorised staff within our Company. Our staff are trained to understand the importance of keeping personal data secure. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.



The information on unsuccessful candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely disposed of and computer records deleted. Only if we have asked, and you have given your consent, then we will continue to hold your data beyond six months for an agreed period.

The information on successful candidates will be held on your personnel file for a period of at least 6 years following the termination of your employment; some personal financial data will be destroyed after 2 years; Health and Safety information must be held for a minimum of 40 years.

Disclosure

We may disclose selected information for the purpose of obtaining references. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: to request access to your personal information; **request correction** of the personal information that we hold about you; **request erasure** of your personal information; **object to processing** of your personal information where we are relying on a legitimate interest; **request the restriction of processing** of your personal information; **request the transfer** of your personal information to another party and the **right to withdraw consent**.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to Brenda Seymour, General Manager, who has responsibility for Data Protection within our Company stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 72 hours and we aim to resolve any complaint within 21 days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office (ICO). If you are not satisfied by our response you may complain to the ICO.

Reviewed by Brenda Seymour and Gemma Layton, 17 December 2019