



Image credit: James Bass, Dominoes, 2022

NORFOLK NORWICH  
**NSN**  
FESTIVAL

**FLOCK** Co-director  
Freelance

Norfolk & Norwich Festival shares exceptional arts experiences across East Anglia. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.



Dear Applicant

Thank you for your interest in this freelance role at Norfolk & Norwich Festival. We are looking for a FLOCK Co-Director to join our current cohort in programming, designing and delivering a series of events for young creatives.

This is an exciting opportunity to develop your leadership skills and create work for and with young people. We are looking for someone who is based in Norfolk, Suffolk, Cambridgeshire or Peterborough and who will be 18-25 for the duration of the contract.

The Festival programme encompasses many different art forms, it is contemporary, international and for everybody. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

Norfolk & Norwich Festival welcomes applicants from a wide mix of people. We are really interested in hearing from people who possess transferable skills and have experience working with artists in community settings. We also welcome 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.

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 [isabel.morgan@nnfestival.org.uk](mailto:isabel.morgan@nnfestival.org.uk). The deadline for applications for the post is 10am on Monday 24 March 2025.

If you think this role 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





**Our CORE VALUES underpin all of our work. Our values are to be:**

**CREATIVE** - We champion artistic excellence and value creativity in everyone.

**CURIOUS** - We explore and reflect the changing social and physical contexts in which we live.

**INCLUSIVE** - We are respectful of the diversity and difference of people and their views and values.

**COLLABORATIVE** - We work with artists, communities, peers, partners and stakeholders to achieve common goals.

**STRATEGIC** - We balance artistic and social ambition with a sustainable business.

## All of our work is informed by our **PROGRAMME PRINCIPLES:**

- **Art relevant to today**, blurring the boundaries between artforms and between art and everyday life.
- **'Festival spirit'** which we bring to our work to celebrate, to share cultural experiences and to bring our community together.
- **Questions and actions about a Social Responsibility** with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability.

## **Norfolk & Norwich Festival**

### **GOALS:**

- To have more people experience and value the arts.
- To hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences.
- To be a champion for excellence in our cultural offer for children and young people.
- To be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond.
- To be socially responsible, committed to questions and actions about a changing world.
- To have a stable and adaptive business structure with diverse income streams.



## **Job Role – FLOCK Co-director**

**Reports to –** Festival Connect & Create Manager

### **Introduction**

Norfolk & Norwich Festival's FLOCK programme is a network of young people, aged 18-25 across East Anglia. Delivered with and for young people, FLOCK sets out to support Young Creatives, our future arts leaders, through developing creative skills, networking with like-minded individuals, and accessing our Bursaries for Young Creatives.

FLOCK is run by a group of 6 Co-directors, who are young creatives and leaders aged 18-25 from across East Anglia. The Co-directors are in role for a year and meet throughout their tenure to programme, design and deliver a series of FLOCK events. We are looking for one new FLOCK Co-director to join our current cohort until February 2026, at which point a new cohort of 6 Co-directors will come into role to deliver the next years' FLOCK programme.

We are looking for someone living in either Norfolk, Suffolk, Cambridgeshire or Peterborough. You must be aged 18-25 for the duration of the contract running from April 2025 to February 2026. You must be able to attend all FLOCK Co-directors meetings and have the capacity to produce and host one FLOCK event. You need to be passionate about the cultural sector and delivering events for young creatives. We're interested in hearing from people who want to develop their leadership skills and themselves as a young leader.

### **Responsibilities**

- Work collaboratively and supportively with other FLOCK Co-directors, Norfolk & Norwich Festival Staff and other paid freelancers to support the FLOCK programme.
- Attend and effectively contribute to all FLOCK Co-directors Meeting.
- Work with fellow FLOCK Co-directors, to make considered decisions on design, programming and delivery of FLOCK, including being on the selection panel to the following year's FLOCK Co-directors.
- Work with fellow FLOCK Co-Directors and the Festival Connect & Create Manager to oversee the expenditure of any budgets allocated to the FLOCK programme.
- Take on producer and host responsibilities at least one of FLOCK event, with support of the Festival Connect & Create Manager and fellow FLOCK Co-directors.
- Draw upon your own knowledge and skills in your role, in addition to being eager and open to learn and develop.
- Represent and be a champion for FLOCK both at and outside FLOCK events.
- Undertake any other duties assigned by the Festival Connect & Create Manager, which could be deemed reasonable.

## **Person Specification**

### **Essential**

- Aged 18-25 year olds for the duration of the contract, that runs April 2025 to February 2026
- Living in either Norfolk, Suffolk, Cambridgeshire or Peterborough
- A strong team player, with the ability to work collaboratively, especially when decision making
- An interest in youth leadership and youth voice
- An interest of the cultural sector and how young creatives engage with it
- Willing to travel across East Anglia for FLOCK events and Co-director Meeting

### **Desirable**

- Previous experience working in the cultural sector
- An interest in designing, programming and producing cultural events
- Previous experience in a youth leadership role
- Connections to cultural organisations and/or creative individual in East Anglia

### **Freelancers Responsibilities –**

- Providing proof of Public Liability Insurance up to £5,000,000 by the deadline date set out in contract.
- Paying own taxes
- Provide legal right to work in the UK.
- Provide your own technical equipment for basic administration

# NNF 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-keeping with a good attitude to attendance.
- Committed to equality in the workplace.
- Computer literate, including possessing basic word processing and spreadsheet skills.

# Terms & Conditions of Employment



This role will be employed on a freelance basis running from 1 April 2025 to 28 February 2026. We will expect the successful applicant to be registered as self-employed with HMRC, have insurances in place and pay their own taxes.

## Fee

£15 per hour. Total hours are estimated as 10hrs for Co-director meetings and 12.5 - 14.5hrs of event producing.

## Travel

You will be required to travel throughout the region to meetings and events. There is a small travel bursary to cover travel expenses

## Hours of Work

You must be able to attend all of the following:

### 2025

- Early Apr: In person steering group meeting
- Mid Jul: In person steering group meeting
- Early Oct: In person steering gorup meeting
- Plus an additional 1 hour online meeting

### 2026

- Early Jan: online meeting to decide new cohort
- Mid Feb: In person handover meeting with new cohort

FLOCK event dates will be decided by the Co-directors. Each member must produce and host at least one event

## 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

To apply, please submit the following to [isabel.morgan@nnfestival.org.uk](mailto:isabel.morgan@nnfestival.org.uk):

- Your CV (max. one page)
- A completed Equal Opportunities Monitoring Form
- A cover letter (max. one page) answering the below:
  - Why you want to be a Co-director and how the role would benefit you.
  - What is your interest and experience in the cultural sector
  - What is your interest and experience in youth voice and youth leadership
  - What experience you have working collaboratively in a team, especially around decision making

Applications can also be posted to:

Isabel Morgan  
Norfolk & Norwich Festival  
Norwich Guildhall  
Gaul Hill  
Norwich, NR2 1JS

Please mark your envelope PRIVATE AND CONFIDENTIAL, ensuring that you have used sufficient postage.

## Queries

If you have any questions about the post or application process, please contact the Festival Connect & Create Manager on 01603 877750 or [isabel.morgan@nnfestival.org.uk](mailto:isabel.morgan@nnfestival.org.uk)

## Deadline

The deadline for receipt of applications is 10am, Monday 24 March 2025. No applications can be considered after the closing date.

Applications will be reviewed by the FLOCK Co-directors and Festival Connect & Create Manager to decide successful candidate.





### **Norfolk & Norwich Festival**

Norfolk & Norwich Festival (NNF) shares exceptional arts experiences across East Anglia. Through our two main activities – the Festival and Festival Connect & Create – we lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk each May. The Festival programme is multi-artform, contemporary, international and audience centred. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. We support life-long creative engagement and have a focus to improve the cultural offer for children and young people. Our networks connect teachers, artists, young people and Local Cultural Education Partnerships. We undertake place-based collaborations which give local communities a creative focus and contribute to social renewal. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

All of our work is underpinned by our 'programme principles' – our embrace of:

- art relevant to today, blurring the boundaries between artforms and between art and everyday life.
- 'festival spirit' which we bring to our work to celebrate, to share cultural experiences and to bring our community together
- questions and actions about a changing world, with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability

Norfolk & Norwich Festival's goals are:

- to have more people experience and value the arts
- to hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences
- to be a champion for excellence in our cultural offer for all children and young people
- to be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond
- to be socially responsible, committed to questions and actions about a changing world
- to have a stable and adaptive business structure with diverse income streams.

All of our work is underpinned by our core values, which are to be:

Creative	We champion artistic excellence and value creativity in everyone.
Curious	We explore and reflect the changing social and physical contexts in which we live.
Inclusive	We are respectful of the diversity and difference of people and their views and values.
Collaborative	We work with artists, communities, peers, partners and stakeholders to achieve common goals.
Strategic	We balance artistic and social ambition with a sustainable business.

Norfolk & Norwich Festival is an Arts Council England National Portfolio Organisation and financially assisted by Norwich City Council and Norfolk County Council. Our annual turnover is around £2.25 million each year. We are a registered Charity.

[nnfestival.org.uk](http://nnfestival.org.uk)



## 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