



RECRUITMENT PACK

PROGRAMME ASSISTANT

About Revoluton

Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities - across a range of art forms and disciplines - to produce creative work that promotes positive futures for people and place. We provide support, resource, and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants, and as audience members.

“We believe the spirit of Luton encapsulates activism, warmth, and generosity. The spirit of our work is captured in our name – Revoluton.”

We are an independent arts organisation, initially established in 2015 as Luton's Creative People and Places (CPP) project funded by Arts Council England (ACE). We are based at Marsh House in Leagrave. In 2020, Revoluton was incorporated as a Community Interest Company (CIC) and became the lead organisation for Luton's CPP project, initiating a business planning process for organisational growth.

Revoluton

What We Do

Our work is deeply rooted in Luton and our creative programme is co-created with communities. We design and produce creative and cultural programmes that are resonant and relevant to local audiences. We are committed to communities taking the lead. We work collaboratively to co-create events and programmes that inspire and support engagement with creativity in all its forms - from Kashmiri textile design in schools through to large scale international outdoor arts events.

This is an exciting time in the development of the organisation. Now under new leadership, Revoluton is shaping a six-year strategy that will see more people engaging with our work as audiences, creatives, and co-designers - in person and via digital means. Building on experience gained through producing work within previous CPP activity, Revoluton will establish a nascent role as a producer of bold new work. This is alongside building ambitious local, national, and international partnerships to increase reach into new audiences and new cultural collaborations.

Programme Assistant



Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative practitioners – locally and beyond – to create cultural activities that bring positive change for people and place.

Our values are:

Agency (affirming the voice, choice, and power of marginalised communities to bring positive change).

Belonging (celebrating place, and creating a sense of acceptance and freedom).

Connection (uniting people and forming partnerships towards a common purpose).

Creativity (nurturing talent, promoting everyday creativity, and producing creative work made in Luton).

Opportunity (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





About the Role

Revoluton's Programme Assistant is an essential post within the organisation. The role leads the day-to-day administrative activities within the team, supports programme delivery and works with the Executive Director to underpin operational activities.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by and for Lutonians, through to how we budget and build partnerships. We are committed to our organisation reflecting and celebrating Luton's incredible diversity across ethnicity, age, gender, disability and socioeconomic background. We therefore especially welcome applications people from a variety of backgrounds, skills and experiences to apply for this opportunity. We are particularly keen to hear from people from racially marginalised communities, candidates who self-identify as disabled, and those who self-identify as working class.



Photo Credits: Aleksandra Warchol

Role Specification

The Programme Assistant's principal responsibilities are:

General Management

- Take overall responsibility for the management, maintenance, security and cleanliness of the Revoluton office ensuring there are stationery and kitchen supplies in place
- Maintain Health & Safety standards in the office spaces and ensure that Revoluton is aware of Marsh House H&S policies within the building.
- Coordinate the smooth IT function ensuring it is fit for purpose for the organisation, including maintaining software licences and managing the purchase and maintenance of equipment
- Support the prompt and effective payment of invoices including collating and uploading invoices to the accounting system for bookkeeper
- Support the Senior Management Team with diary management, scheduling of meetings, correspondence and travel arrangements
- Support Revoluton's recruitment processes, taking responsibility for filing applications, setting interview dates and overseeing interview days and overseeing Induction for new staff on general management processes

Creative Programme support

- Maintain an overview of all Revoluton's projects through regular company meetings, creating agendas, noting actions and supporting delivery of actions
- Support the administration of the creative programme, including collating information, contacting stakeholders, supporting the marketing team, managing booking systems and purchasing resources
- Manage bookings for the digital suite and lead on preparing resources for artists using the space
- Attend events when needed and provide hands on support at events to enable smooth delivery of activities



Role Specification

Continued

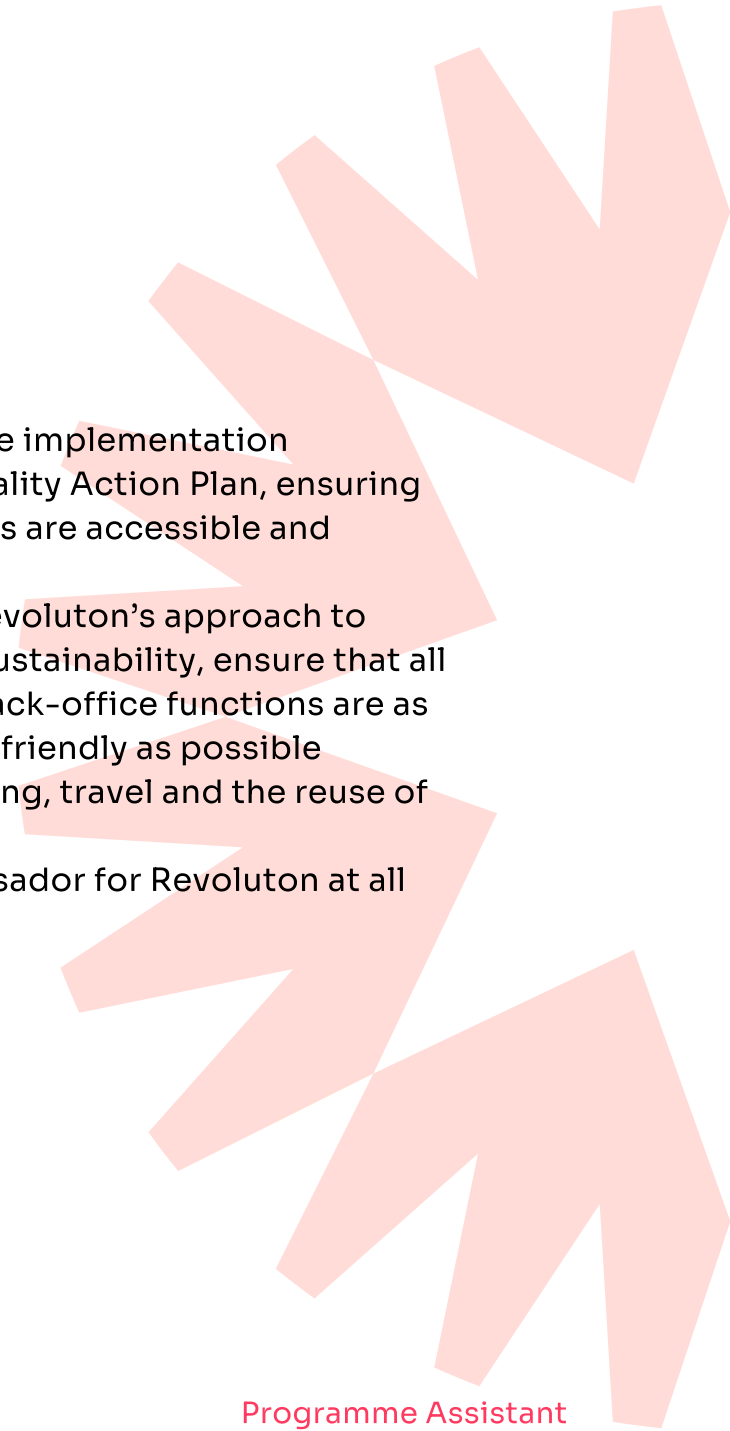
Evaluation

- Manage the evaluative processes ensuring that there are resources in place for evaluation from staffing and volunteers to materials and necessary materials.
- Work collaboratively with other members of the team to ensure that the evaluation frameworks are in place for the organisation and its flagship CPP project
- Coordinate collection, collation and submission of data for statistical reports for funders working with project staff to make sure that all activities are recorded accurately and shared with relevant parties
- Maintain the organisation's CRM system, in line with data protection regulations

This job description is a guide to the nature of the work required of the Programme Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder and CEO/Creative Director & Executive Director as required.

General

- Contribute to the implementation of Revoluton's Equality Action Plan, ensuring that our activities are accessible and inclusive
- Contribute to Revoluton's approach to environmental sustainability, ensure that all activities, and back-office functions are as environmentally friendly as possible including recycling, travel and the reuse of redundant items
- Act as an ambassador for Revoluton at all times





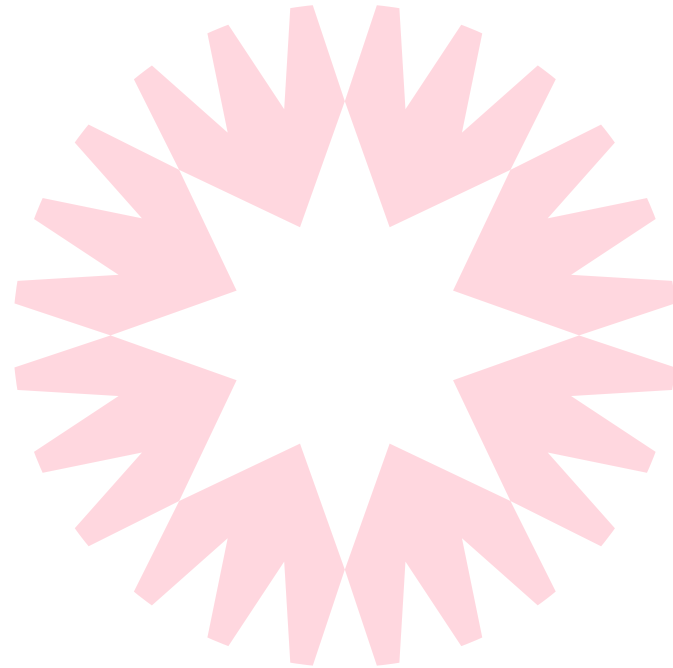
Person Specification

Essential

- Experience of administration within an office environment
- Excellent organisation and planning skills with proven ability to work independently, prioritise and meet deadlines
- Strong numeracy and literacy skills with the ability to achieve accuracy and pay attention to detail across different tasks
- Strong IT and administrative skills, including data analysis and use of Microsoft Office
- Experience of working within a small team and commitment to collaboration
- Good communication skills and ability to adapt style to work with a wide range of people and communities
- Knowledge of the cultural sector and working with artists
- Passionate about contributing to the Revoluton mission, vision, and values
- Willing to contribute to a culture of proactive problem prevention and problem solving
- A proven commitment to equality, diversity, and inclusion
- Open to feedback and committed to continuous professional development
- Willingness to work occasional evenings and weekends as required

Desirable

- Experience of working within the cultural or charitable sector
- Knowledge, and experience of, IT software such as WordPress and Customer Relationship Management systems
- Experience of financial administration



Application Details

Contract Terms

Hours: 25 hours a week, to be spread over at least 4 days. This will include occasional weekend and evenings for which time off in lieu will be available.

Salary: £25k pro-rata, (actual salary £16,667 per annum), plus pension contributions

Responsible to: Executive Director

Start date: ASAP

Place of work: Hybrid working, with at least 60% of the week in the Revoluton office at Marsh Farm, less than 10 minutes from Leagrave Station on the Thameslink line

Application Information

Deadline for applications: 9am, Monday 11 March 2024

Interviews: Interviews will take place on the Monday 18 March 2024 in person in Luton and will include a short admin task. The panel will include Executive Director, Helen Willmott, and Maria Shury-Smith, Senior Producer.

If you would like to discuss the role before applying, please contact Helen Willmott on: helen@revolutonarts.com

To Apply

To apply please send in an up-to-date CV, with details of two referees, a completed Equal Opportunities Form and a covering letter outlining your interest and why your experience makes you an excellent fit for the role.

Revoluton will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4
- Video submission that is no longer than 5 minutes
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes

Please email your application to:
info@revolutonarts.com

Revoluton is a diverse organisation, committed to equal opportunities and we welcome applications from all sections of the community. If you require any further information, assistance in making an application or this information in an alternative format, please contact us on info@revolutonarts.com or 01582 345560.

REVOLUTON