**Northern Ireland Mental Health Arts Festival**

Recruitment pack for the post of Creative Programmes Coordinator

**Role Specification**

Application forms can be requested via e-mail from: mhamjobs@gmail.com

Completed application forms and monitoring forms (submitted by post or email) must be returned to mhamjobs@gmail.com later than **Friday 6th September 2024 at 4:00pm**

Interviews will take place on **Thursday 12th September 2024**

**INTRODUCTION**

NIMHAF delivers a year round arts programme including our annual art festival highlighting mental health by showcasing arts events across Northern Ireland. With arts on offer from visual arts and photography, poetry and song to psychodrama, music, comedy and film, our creative programme promises to put transformation on the agenda across Northern Ireland.

Founded in 2013, the Northern Ireland Mental Health Arts Festival (NIMHAF) was the first of its kind in Northern Ireland.

**Creative Programmes Coordinator of NIMHAF**

The Board of the Northern Ireland Mental Health Arts Festival (NIMHAF) are recruiting for the key post of Creative Programmes Coordinator.

The Creative Programmes Coordinator will lead a team of volunteers, creative and event coordinators. You will be involved in every aspect of collaboration from the idea phase to execution, including programming, overall artistic vision and development.

During the project(s), the Creative Programmes Coordinator will supervise and guide copywriters, artists, web and print designers to create the necessary public facing, user- friendly methods of furthering our promotional capabilities and creative responses to Mental Health issues.

The Creative Programmes Coordinator will t work within a budget and have experience of writing funding applications for projects. You will be supported by and report to the NIMHAF Board.

The Creative Programmes Coordinator will work independently, using their professional judgment to manage the day-to-day details of NIMHAF projects and brining our annual festival to fruition. You will liaise with the Board regarding key decisions and approvals.

The Creative Programmes Coordinator will work well under pressure as they manage diverse teams working on multiple projects/events under strict deadlines. The Creative Programmes Coordinator must have a clear vision of how they will deliver NIMHAF’s message in a way that speaks directly to our creative programme participants.

Our annual festival takes place in May of each year and has events happening at venues across Northern Ireland as well as having links nationally and internationally. There will be opportunities to travel and meet other professionals in the culture arts and heritage (CAH) sector. The Creative Programmes Coordinator will represent NIMHAF at events and attend CAH sector meetings. One of the key duties for 2024/25 will be providing support to the Chairperson and Vice Chairperson for the rebranding of NIMHAF.

**Reporting to:** Chairperson / Vice Chair of NIMHAF

Salary: £ 18,720 annually, for 24 hours per week (£31,200 for full-time equivalent)

**Post duration:** This post is offered one year from the date of appointment and will be extended for a further year to two years subject to funding

**Location:** Belfast office location to be confirmed and NIMHAF is open to part of the working hours being delivered from the home of the appointed candidate e.g. 2 days per week office based with I day per week for homebased working.

**KEY RESPONSIBILITIES:**

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| **Leadership**  **and**  **Creativity** | * Support the delivery of the strategic vision of the organisation * Lead on the creative vision of NIMHAF including the development and delivery of NIMHAF projects * Coordinate the annual creative programme including the NIMHAF Festival * Manage the financial resources of NIMHAF * Work collaboratively with relevant stakeholders and partners ensuring positive relationships are maintained * Lead the NIMHAF team of volunteers, freelancer and artists * Conduct research into content for NIMHAF programmes |
| **Finance** | * Responsibility for the recording NIMHAF income and expenditure * Working closely with the Treasurer and freelance financial advisor to ensure finances are being managed effectively * Ensure compliance with the NIMHAF Financial Procedures * Provide monthly finance updates to the NIMHAF Board |
| **Fundraising** | * Work with Board members on funding applications and income generation for the organisation. * Identifying funding opportunities * Prepare and submit funding application * Prepare and ensure funder monitoring and project reports are submitted within the specified timeframes |
| **Governance** | * Attend the Board of Director meetings and implement actions as specified by the Board * Lead on Governance for the organisation and work with Board members and others to ensure compliance with all statutory requirements e.g. health and safety, Public and Employer Liability Insurance, HMRC, Company House, Charity Commission * Develop and Review annual business plans in partnership with the Chairperson and Vice Chairperson * Liaise with relevant bodies and partners e.g. DfC, ACNI, Baring, Future Screens NI , etc |
| **Representation** | * Represent the interests of NIMHAF within the CAH sector and with relevant agencies / Government Departments * Deputise for the Chairperson as required * Undertake lobbying and campaigning to raise key issues related to NIMHAF * Build positive relationship with local and national government, government departments, and other key partners * Undertake marketing activity to promote NIMHAF e.g. press / media events, publications, website and social media updates, * Such other duties within the overall scope of the role to promote the mission and aims of NIMHAF |

**PERSON SPECIFICATION**

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| **Essential Criteria** | * Third level qualification in a relevant discipline, demonstrable transferable skills from other disciplines will be considered * Experience in a leadership / management role * Experience of income generation, financial and budget management * Able to lead a team in a creative environment * Proven experience of ensuring compliance with legal and regulatory processes * Experience of Governance/ facilitating a Board of Directors * Knowledge and experience of the CAH sector. * Understanding of key arts and disability issues * Experience of partnership working with a wide range of organisations and individuals * Full driving licence or access to transport to fulfil the requirements of the role and willingness to travel as an essential part of the role e.g. to conferences, meetings, international project, etc. |
| **Skills** | * Effective communications – excellent written, verbal and presentation skills * Able to build relationships with a wide variety of stakeholders * Well organised with good planning and prioritisation skills. * Positive outlook with the ability to work under pressure * Good IT skills |
| **Desirable Criteria** | 1. A track record of identifying and securing sponsorship 2. Awareness of disability rights, disability arts, and arts and disability. 3. Experience of working directly with d/Deaf, disabled and neurodiverse artists |

Applications from applicants living with disability are particularly welcomed in line with the organisation’s constitutional aims.

This position is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. Applicants must complete and return a Declaration of Convictions Form with their application.

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It should be noted that the criteria may be enhanced to facilitate short-listing.

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