



Co-ordinator - Dementia Inclusive Singing Network

Part-time role (17.5 hours) on a fixed term contract for 12 months

Thank you for your interest in the vacant post of Co-ordinator of the Dementia Inclusive Singing Network. Please find below a job description and some background information.

How to Apply:

All applicants are asked to complete our application form. Please do not send a CV along with or in place of this form.

Please send your completed application form **by midday on Monday 13th June 2022** to Luminate, either by email or post as follows:

Electronically: recruitment@luminatescotland.org.

In hard copy to:

Luminate
First Floor
Causewayside House
160 Causewayside
Edinburgh
EH9 1PR

Interviews will be held in Edinburgh on Tuesday 21st June.

Candidates invited for interview will be notified by Thursday 16th June.

If you require further information or would like to discuss the post in more detail, please email Luminate at recruitment@luminatescotland.org or call 0131 668 8066 to arrange to speak to Anne Gallacher, Luminate Director.

We look forward to receiving your application and thank you for your interest in Luminate.

Scotland's creative ageing organisation

luminatescotland.org

e info@luminatescotland.org

t +44 (0) 131 668 8066

First Floor, Causewayside House, 160 Causewayside, Edinburgh EH9 1PR

Luminate is a Scottish Charitable Incorporated Organisation, No. SC044652

Background

The Dementia Inclusive Singing Network helps people affected by dementia take part in singing groups and choirs across Scotland.

Originally funded from April 2019 to March 2022 by the Life Changes Trust and the Baring Foundation, we have recently been awarded a grant from Creative Scotland's Cultural Organisations' Recovery Fund to enable the Network to support dementia inclusive choirs and singing groups as they re-open across the coming year. Composer and choir director Stephen Deazley is the Community Music Consultant to the programme.

The programme for the coming year includes a small grants programme and a programme of in person and online networking and training events for singing group leaders and organisers. A range of resource materials will also be developed, including the launch of an online map to help connect people living with dementia and their carers with choirs and singing groups in their local area.

Luminate

Luminate is Scotland's creative ageing organisation. We were set up in 2012 with the aim of ensuring that older people across Scotland are able to access high quality arts and creative activities, regardless of their circumstances or where they live. Our founding partners were Creative Scotland, Age Scotland and the Baring Foundation and we continue to be supported by all 3; we are co-located in Age Scotland's Edinburgh office, and work closely with our Age Scotland colleagues. You can find more information about us here: <https://luminatescotland.org/> and here: <https://singing.luminatescotland.org/>.

We:

- develop creative projects led by artists, in close collaboration with older people and those who support them
- provide training and development for artists and other professionals who work creatively with older people
- provide development opportunities for older professional artists
- carry out research into the value and use of creative arts for older people, including specific groups such as people with dementia or people in care homes, and
- advocate for the work of those involved in creative ageing practice

In addition to the singing network, recent and current examples of our work include:

- Awarding bursaries to emerging older artists who have come to their new professional arts career later in life. This financial support reaches artists who may struggle to access support through other routes.

- Recruiting a team of visiting artists in partnership with Erskine care homes to offer a long-term, highly personalised arts programme working with residents and staff. A sculpture trail in the grounds of the Erskine Home at Bishopton will be launched this summer.
- During the pandemic, creating 'Luminate@Home' – a series of videos, commissioned from professional artists (in all artforms), offering care homes and individual older people a range of accessible creative activities that could be done at home during lockdown. We have recently extended this resource with downloadable activity sheets and a 'signposting' document highlighting other creative resources that are freely available for wider use.
- Setting up a series of Saturday Socials for older LGBTQI+ people, hosted by a small team of artists and offering creative and social events on a monthly basis in Glasgow. Luminate has offered a range of projects aimed at LGBTQI+ older people since 2016, addressing research which found that LGBTQI+ older people can experience additional loss of community and belonging as they age.

This post will be one of 5 team members and will work closely with the Director, General Manager, Programme Manager and Communications & Policy Manager.

Purpose of the post

To co-ordinate the Dementia Inclusive Singing Network and its programme of activities across Scotland. To work with our partner organisations, dementia choir and singing group leaders and organisers, and people living with dementia and their families and carers, to ensure that the network and its programme are genuinely dementia inclusive.

Responsibilities

1. Network management and partnership development

- Work closely with partner organisations, funders, dementia singing group and choir leaders, and people living with dementia and their carers in the development and delivery of all aspects of the network and its programme.
- Manage the network database.
- Undertake ongoing research and evaluation to inform the development of the network programme.
- Co-ordinate and support any meetings that are required across the programme.

2. Resource development

- Oversee the planning and development of new web content, working closely with the web designers on website development and maintenance.

- Develop a brief(s) for any commissioned online resources, co-ordinate the selection process for any external providers, and co-ordinate the resource production.
- Contribute to the content and design of any resources that are created in-house.

3. Face to face events: training programme and network activities

- Collaborate with local partners in the management, delivery and promotion of a series of local networking events aimed at singers and choir leaders.
- Work with identified training providers to design, co-ordinate and promote a programme of training across Scotland, delivered in partnership with local collaborators where possible.

4. Grants programme

- Run a small grants programme for choirs in the network.

5. Communications and marketing

- Working closely with Luminate colleagues and partner organisations, ensure that the network has a high profile through a range of marketing and PR activities.

6. Evaluation

- Ensure that activities within the programme are evaluated to support the development of future work.

7. Project and finance administration

- Oversee all aspects of the project delivery, ensuring that contractual requirements and deadlines are being met.
- Ensure compliance with current legislative requirements and industry standards of good practice, including (but not limited to) health & safety and safeguarding.
- Process invoices, monitor the project budget and ensure that it is adhered to.

8. General

- Play an active role in Luminate's work as a member of the Luminate team.
- Any other duties commensurate with the level of the responsibility of the post.

NB All Luminate roles are self-supporting in terms of administration.

Person specification

Essential

- Proven track record of co-ordinating community arts activities
- An understanding of and commitment to inclusion and diversity
- An understanding of participatory arts practice
- An interest in working with older people
- Excellent communication skills, both written and spoken
- Good office and IT skills, in particular Word and Excel
- Ability to work independently and as part of a small, busy team
- Ability to prioritise and meet deadlines

Desirable

- A working knowledge of community music practice and community choirs
- Experience of working in a collaborative way with a range of different partners
- Experience of working with people living with dementia and their families and carers

Job details

Title: Dementia Inclusive Singing Network Co-ordinator

Reports to: Luminate Director

Dates: Fixed term contract running for 1 year

Hours: 0.5 post: 17.5 hours per week. Exact times to be agreed, but team working patterns generally fit between 9am to 5pm, Monday to Friday (these are the opening hours of our usual base in Age Scotland's office). NB at present team members are working in a hybrid way, spending a minimum of 40% of working hours each week in the office.

Flexible working will be required outside office hours, and time off in lieu is available in relation to any overtime.

Holidays: Pro rata entitlement based on an annual entitlement of 25 days paid holiday leave per year plus 12 statutory holidays, of which 7 statutory days are fixed.

Salary: £12,000 per annum for 17.5 hours per week (full time equivalent £24,000 for 35 hours per week) plus pension.

Conditions: The post is subject to a satisfactory PVG Disclosure

Probation: The post is subject to a 3-month probation period

Location: Luminate is based in Age Scotland's office at Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR. At present team members are working in a hybrid way, spending a minimum of 40% of working hours in the office each week.

This post will require some travel across Scotland including overnight stays.

Luminate welcomes applications from all sections of our community. We recognise that there are barriers to working in the arts and that these challenges are experienced more acutely by some people. We are committed to increasing the diversity of those working in our sector and especially welcome applications from those who identify as having characteristics currently under-represented in our sector. This includes people with protected characteristics as defined by the Equality Act 2010 across age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.