

TMC Application Pack

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Introduction

This pack has been pulled together to help provide you with everything you need to apply for the post of Impact & Data Manager.

How to apply:

1. Read the information about TMC and about the role we're recruiting to
2. Send your completed application form in **WORD** to recruitment@themightycreatives.com

The closing date for applying is 9am Wednesday 23rd August. Interviews will be held on Wednesday 30th August.

Best of luck!

The Mighty Creatives (TMC) Team

WELCOME TO THE MIGHTY CREATIVES!

Established in 2009, The Mighty Creatives is a charity which has transformed the lives of children and young people through arts, culture and creativity. Based at the heart of the cultural quarter in Leicester, we have served children and young people's communities across the Midlands, reaching across the UK and Internationally through our partnership work.

Our Vision, Mission, Guiding Principles and Values

I remember an inspirational teacher at Primary School who I think changed the trajectory of my life. He incorporated art into history projects, science, and literature. He also read amazing, quite advanced books to us and I just remember it opening a whole new world to me.

(Alexa, Leicester)

Our vision is to inspire children and young people to harness the power of arts, creativity and culture for positive change.

Our Mission

To achieve this vision, our mission has five strategic objectives which all focus on improving the cultural lives of young people, especially those who are most disadvantaged:

SOC1. Children and young people living in need will have experienced a cultural intervention designed to improve their life chances.

SOC2. Children and young people are visible and audible in the leadership of services that impact them.

SOC3. Creative practitioners, educators and employers have a deeper understanding of the 'lived life of a child in need' and have developed the skills to support their development needs.

SOC4. Investment in our work has increased to support the sustainability and growth of the charity.

SOC5. Adoption and delivery of Creative Mentoring practice has been embraced nationally and internationally through the leadership of the National Centre for Creative Mentoring.

Our guiding principles

1. **We will listen and act:** embedding children and young people's voices throughout our work from conception of programme to delivery and governance and we will encourage others to do the same.
2. **We will work collaboratively:** partnership working is central to the work we develop to improve creative outcomes and cultural opportunities for our region's children and young people.

3. **We will respond to need:** we focus on nurturing and supporting the creativity of children in need and those working for them to promote high quality cultural practice.
4. **We will champion Equality, Diversity and Inclusion:** we stand in solidarity with the Black Lives Matter Campaign and all marginalised communities across the world and will use our voice to speak out against injustice. We commit to listening, learning and taking action to improve access to creative opportunities for our region's children and young people.
5. **Engagement with artists and educators** is driven by a personalised, person centre pedagogy in which mentoring, and coaching play a fundamental role in generating personal change.
6. The **creative voices of young people** will be at the heart of the creative or cultural experience.

Our Values

Our values are inspired by the work of Munira Thobani and her work on the Thobani 6C Self Audit Tool©

1. **We seek Coherence in our work:** Social justice, equality and equity matters to us. We constantly review and refresh the narratives of why equality matters to us in our professional (and political) practices. We strive to have a coherent vision and set of values on equality and share this vision with your stakeholders. We set out our equality objectives to support us in delivering our purpose fairly and equitably.
2. **We seek to raise Consciousness** in our work: by increasing knowledge, understanding, awareness and empathy. We strive to improve our awareness of our privilege and possible complicity in maintaining discrimination and disadvantage.
3. **We are committed** to tackling inequality and disproportionality in all its forms.
4. **We strive to find the courage** to challenge the status-quo in perpetuating discrimination and inequality. We strive to act and influence the ways which can shift the balance of power and privilege in our work and build our courage by connecting and networking with the individuals, groups and organisations who are tackling discrimination, inequality and disproportionality.
5. **We seek Connectedness** with self-organised equality seeking groups and draw strength from being an ally by working in tackling discrimination that is direct, indirect and or inter-sectional.
6. **We prioritise Co-production** by developing leadership models which lead and empower others so that their contributions to achieve greater equitable outcomes for all our communities. We ensure there is accountability of everyone in the organisation to act consistently with achieving our organisational purpose and equity ambitions.

We strive for these values to be evident in all aspects of our organisation: governance, leadership, programmes, income generation and operations and processes.

Our Theory of Change explains how we will work strategically and collaboratively to achieve and demonstrate our strategic outcomes for children and young people in need. It provides a summary of the changes that will occur and provides the context for our programme development and delivery plans.

Starting with the problem statement, *“Children and young people living in challenging circumstances experience significant disproportionate disadvantage, including heightened isolation, lack of stability, compromised mental health, lower attainment and lack of opportunities and do not have equitable access to experience the social, educational and economic benefits of the arts, culture and creativity”*.

Our desired long-term goal is to inspire children and young people to harness the power of arts, creativity and culture for positive change, transforming their lives using creativity and culture as the tool for change.

This will result in children and young people feeling more confident and resilient; empowering them to influence decision making that effects their lives, speak out against injustice, and build aspirations that will shape successful futures.

If you want to find out about our current programmes, products and services, the best place to look for up to date information is on our website:

www.themightycreatives.com

EQUALITY AND DIVERSITY

The Mighty Creatives values diversity and is fully committed to promoting equality of opportunity, recognising that people are an extremely valuable resource for the organisation. The Mighty Creatives is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Our Diversity Statement

The Mighty Creatives' believe that the way we act and the things we do have an effect on the world around us. To make sure this effect is a positive one we believe in continuously reflecting on our day-to-day activities, beliefs and values in order to challenge stereotypes and assumptions that may guide our decision-making and action-planning. This is why we use critical thinking and imagination in our planning, evaluation, reporting and performance management processes. This practice helps us to take more risks and challenge our own and the sector's perceptions. As part of this, we are committed to co-production, and to championing and listening to the voices of children and young people.

Our commitments

The Mighty Creatives endorses the statutory obligations required by legislation, best practice codes and expectations of our funders, staff, participants and partners in the areas of sex, sexual orientation, gender reassignment, marital or civil partnership status, pregnancy or

maternity, race, ethnic origin, nationality, socio-economic status, religion or belief, disability or age.

We are committed to providing a working environment in which all of our people are able to realise their full potential and to contribute to the charity's success. We are working towards best practice recruitment based on equal opportunities in order to diversify our paid and volunteer workforce and boards and pursue workplace practices, policies and procedures that enable all The Mighty Creatives to thrive.

We will actively create a culture of inclusion across our programmes and services. We will collaborate with the communities we work with to celebrate the talents of all the people and make a positive impact. We will challenge discrimination and prejudice where we find it. We will actively identify, champion and share good practice.

We are committed to doing this as we see that it will improve benefits to participants, deliver better quality of services and improve the effectiveness of our organisation. We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Employment practices and procedures will be reviewed when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

RECRUITMENT OF EX-OFFENDERS

The Mighty Creatives undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Mighty Creatives can only ask an individual to provide details of convictions and cautions that The Mighty Creatives are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Mighty Creatives can only ask an individual about convictions and cautions that are not protected and are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

DBS

Some activity delivered by The Mighty Creatives staff may fall under 'regulated' activity. In this case staff carrying out these roles will require an Enhanced DBS with a check of the barred list. For The Mighty Creatives this is most likely to apply to direct delivery with children and young people such as residential activity but may also apply to project and programme activity. There may be a lower level of check required in some areas of our work where all regulated activity criteria are met **apart** from the number of times the activity is carried out in a month. In this instance we will carry out a Standard DBS check. Decisions about when we DBS check will be made on a case by case basis and regularly reviewed.

Benefits

We offer our staff a number of different benefits these include pension, 25 days annual leave (pro-rata) plus bank holidays and Christmas office close down. You will get a day off for your birthday, we offer staff the opportunity to undertake up to 14 hours (pro-rata) of volunteering or personal development time each year. We also offer staff the opportunity to take one day a year as a Spiritual, Moral, Social & Cultural Day. We offer access to Sodexo Employee benefits, which gives discounts off things like shopping, cinema tickets and restaurants. We are a member of a cycle to work scheme. We provide access to an Employee Assistance Programme.

The Mighty Creatives is an accredited Living Wage Employer. This means that we are committed to ensuring anyone who works with us will earn a real Living Wage.

JOB DESCRIPTION

Impact & Data Manager (Maternity Cover)

summary Details

Job Title:	Impact & Data Manager (Maternity Cover)
Salary:	£30,673 plus contributory stakeholder pension, pro rata for part time
Hours:	35 hours per week (excluding an unpaid lunch hour) plus occasional evenings and weekends
Location:	LCB Depot, 31 Rutland Street, Leicester, we do offer hybrid working which would need to be discussed and agreed. Hybrid working can entail a balance of working from the office, from home or other remote location as appropriate, with occasional regional/national travel
Permanent/fixed:	Fixed Term Maternity Cover
Responsible to:	Business Manager
Works closely with:	CEO, Youth Programme Manager and Communications & Marketing Manager
Holiday:	25 days plus statutory public holidays plus 3 discretionary days at Christmas, pro rata for part time hours
Notice period:	Minimum 1 month

Working with us

The Mighty Creatives is a children and young people's Charity. Based in Leicester, our staff team pulls together creative professionals from a range of backgrounds to design, lead and champion change-making partnerships, programmes and initiatives with and for children, young people and those who support them.

In addition to the core team, we work with an increasingly wide range of experts to benefit from their specialist skills. This includes finding ambitious ways of collaborating with children and young people themselves, benefiting from their creativity and capacity for innovation.

Your key roles and responsibilities are listed in the following section. It is not an exhaustive list, but it will give you a feel for the kind of work you will do.

Portfolio

Your main role purpose is:

- To support the organisation in drawing meaning from data and informing decision making.
- To present data to a range of audiences in an accessible and thought-provoking way.
- To work as part of a team to evidence the outcomes and impact of The Mighty Creatives work with children, young people, schools and the creative and cultural sectors.

Key Roles and Responsibilities

- To lead on the maintenance, development, usability and tailoring of the organisation's CRM and other data tools.
- To provide management reports which are timely and accurate.
- To critically analyse data that is collected from our work with children and young people and wider partners.
- To identify process improvements to maximize efficiency and usefulness of data and information resources.
- To provide advice and support to staff on the collection and use of data to draw meaningful insight and informed decision making.
- To supply content for use by the CEO, Communications and Programme teams to help keep staff and external stakeholders informed of the work we do and the sector we work in.
- To lead on ensuring staff are equipped to make full use of the any data collection tools and systems we may have.
- To draw together and make sense of demographic and profile data from external sources.
- To work with partner functions and external stakeholders including IT, and system providers to support the organisation's efficient use of data.
- To support staff in their understanding and compliance with Data Protection and GDPR requirements and ensure organisational data stocks conform to regulation.
- To be an effective team member in communicating appropriately and professionally with colleagues and partners working in a collaborative style.
- To maintain up to date expertise in data analysis, systems, apps and associated areas.
- Provide a customer-centred support service, meeting staff need and empowering the active use of data.

Any other business: contribute to the life and work of the agency, get stuck into a range of activities, super-charge our values and help us grow.

Person Specification

Essential

- Experience of working with data systems and databases.
- Experience of working with Salesforce with Administration level access.
- Experience of applying reporting tools.
- Experience of producing analytical reports for a range of audiences to inform decision making.
- Experience in use of statistics to identify trends and communicate findings.
- Experience of leading a project.
- Experience and knowledgeable in the use data visualisation methodologies, we currently use Power BI.
- Experience of providing a customer focused service.

- Experience of use of organisation-wide databases.
- In depth knowledge of data protection and data handling considerations.
- Understanding of safeguarding issues, related to storage of information around children and young people.
- Excellent IT skills in database, word processing, PowerPoint, internet and email.
- Excellent IT skills in setting up, maintaining and operating complex Excel spreadsheets, including manipulation of formula, data input, data sorting, tabular and graphic data reporting and presentation.
- Ability to critically analyse data.
- Excellent interpersonal and communication skills – effective in a variety of settings and range of people.
- Experience of working collaboratively across teams.
- Demonstrates an excellent customer service approach.
- Ability to prioritise competing demands.
- Excellent organisational and time management skills.

Desirable

- Qualification in a statistical, research or information handling subject.
- Evidence of recent and ongoing professional development/training relevant to the post.
- Experience of measuring impact.
- Knowledge of data visualisation resources and their use and application.

27th July 2023

If you want to get a feel for what we're up to, you can also find us on



@MightyCreatives and on 