

Supported using public funding by
**ARTS COUNCIL
ENGLAND**



We are Hiring

Arts Engagement manager

For more info or an informal chat:



07916299857



leegiles@thehabbitfactory.org



www.thehabbitfactory.org



@thehabbitfactory

Application Pack for the role of Arts Engagement Manager

Thank you for inquiring about the above opportunity.

Deadline for applications: Friday 22nd March 2024 9.00am. First round interviews will take place on Tuesday 2nd April 2024. A second stage facilitation day will take place on Monday 8th April 2024.. The successful candidate will start ASAP

Please be aware that the second stage facilitation day will have a duration of 45 minutes, and the workshop will focus on a specific subject/theme, yet to be confirmed.

This pack contains the job description and person specification for the advertised position at The Habbit Factory. Please find enclosed:

- Company background
- Job Description and Person Specification
- Recruitment Policy

How to apply

To apply for the post please complete the application form and email it to leegiles@thehabbitfactory.org with the subject line "Arts Engagement Manager"

Equal Opportunities

The Habbit Factory strives to be an Equal Opportunities employer and we actively encourage applications from people from all backgrounds and communities. We especially welcome applicants from backgrounds currently under-represented in the arts. If you need this application pack in a different format, or would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments made to the recruitment and selection process, please contact us via email at hello@thehabbitfactory.org or via telephone on 07916 299857


Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched the person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest.





We are an inclusive arts organisation in The London Borough of Havering. Welcoming all, and working with some of the most excluded and disadvantaged children, young people and adults in the area. Through a targeted network of partners, our work helps people who do not see themselves as artists or have access to any creative engagement or provision.

VISION

Is an inclusive world where everyone has access to the arts.

MISSION

We model inclusivity by welcoming individuals from all backgrounds, and ways of being in the world and by collaborating with our communities through long term engagement to create performances that entertain and challenge society.

VALUES

Adaptable, Visionary, Fun, Accepting

SLOGAN

"Where everyone has their moment in the spotlight"

About us

"This is the first summer show I have seen at The Habbit Factory, I cried, I laughed... this is the future of theatre, it's local and it's inclusive." **Lucy Benjamin, The Habbit Factory Patron.**

The Habbit Factory is an inclusive arts organisation situated in the London Borough of Havering, Barking & Dagenham, established in 2004 with a mission to promote change to model inclusivity.

Our philosophy is centred around the belief that everyone, irrespective of their abilities or background, is welcomed. We collaborate with children and young adults to create performances that entertain and challenge stigma amongst the audience.

Our motto "where everyone can have their moment in the spotlight" aligns with our vision of an inclusive world, where the arts is accessible to all. Our approach of not conducting auditions reflects this ideology.

Our core charitable work is split across two programmes:

Membership Programme: weekly after school inclusive creative and drama classes, targeted at CYP experiencing societal and financial disadvantage: 3-6yrs, 7-11yrs and 12-17yrs.

Education & Outreach Programme: targeted programme of engagement with local schools, providing CPD training and addressing complex subjects e.g. mental health, disability, and antisocial behaviour.



Membership Programme

Our Membership Programme works across four age categories; Infants, Juniors, Seniors and Adults This work takes place in five hubs across Havering, Barking & Dagenham. Currently, we have 170 Members who attend weekly working towards one large-scale performance made by/with/for members. Joining The Habbit Factory as a member is completely fee-free.

Workshops are designed to support members' emotional resilience. Our inclusive methodology is participant-centred, focusing on three development principles: attitude, behaviour, and skill/education.

Every member with an additional need is supported 1:1 with an adult 'buddy'. Our artistic team are highly trained and take the time to get to know each individual member's abilities and confidence levels and support them throughout workshops and rehearsals so they can enjoy the process, gain self-confidence and achieve their best.

Volunteers (known as the Blue Tees) work alongside our staff and play a vital role in delivering our Membership programme and services to the community.

"My Granddaughter is partial sighted, has hearing impairment and autism. The Habbit Factory don't treat her like she's got a disability and she doesn't stand out when she gets it wrong. Aimee smiles the whole time she's there; it has really boosted her confidence and her self-esteem. Thank you so much to all the gang for (in Aimee's words) making my life better." **Members Grandmother**



Education & Outreach Programme

In 2011, as our work with young people became increasingly recognised and championed, we were approached by several schools to support pupils exhibiting challenging behaviour and struggling to control and regulate their emotions. This led to the development of our Education & Outreach Programme.

The programme is a dynamic initiative that brings the transformative power of the arts directly to schools, organisations, and the broader community. At THF, we believe in the impact of creative expression on personal growth, empowerment, and community building. This Programme is designed to extend the reach of our work beyond our Membership programme, fostering a love for the arts and promoting inclusivity in diverse settings.

Workshops are tailored to meet the unique needs and goals of each educational institution or organisation. Whether it's a one-time curriculum booster, an after-school club, or a long-term engagement, we collaborate with educators to create a customised project that aligns with learning objectives and encourages creative exploration.

We currently work regularly with 3 schools supporting pupils who are struggling to find their place in the world. We have recently secured a partnership with Havering Alternative Provisions to begin a piece of work in schools to help improve attendance. We have also secured a partnership with Havering Refugee team to support refugees in the borough.

2023 Key Stats

- 224 workshops delivered
- 4320 Children, young people and adults engaged
- 180 Children & Young people engaged weekly

"The Habbit factory has had a significant impact on our school community. They have supported us in developing an inclusive school with high expectations where all children's contributions are valued."

Angie Winch, Drapers Brookside Headteacher

Theory Of Change (ToC)

Our goal is to make a meaningful impact on the world, recognising the value of incremental changes for individuals that can lead to transformative results. Since 2021, we have developed our own Theory of Change (TOC) through a logic model that involved deep thinking about our current programmes, projects and work. Our TOC helps evaluate and articulate our efforts, convey our identity and purpose. We understand that our TOC is dynamic but requires regular updates. It is structured into five distinct areas guiding our strategic approach to achieving our mission.

Attitude

When we first meet someone, whether they are a member or a volunteer, we understand that it is crucial to assess certain factors, such as their **confidence**, **empathy** towards others, **trust** in our space and peers, and **acceptance**, before we can expect to see a change in their attitude. It's all about tailoring our approach to each individual we come into contact with, taking into consideration their unique needs.

Behaviour

Following the initial stages of meeting an individual, as we progress through our creative and personal work, we start witnessing positive behaviour changes. Individuals begin forming meaningful **friendships**, **feeling empowered**, gaining **emotional control**, and developing a sense of **purpose**.

Skills/Progression

Our work is most effective when it involves longer-term engagement with individuals, aiming for personal growth and creative skill development. We have identified that the most significant and impactful change occurs when we witness **peers supporting** each other, **emotional resilience**, an individuals **artistic development**, and increased **professionalism** during performance days.

Programme Outcome

Our two programmes - Membership and Educational, serve different purposes but share the same outcomes. We measure the effectiveness of these programs using four key outcomes across the group, which include **increased agency and confidence**, **improved wellbeing**, **increased aspirations**, and fostering **new artistic skills**.

Societal Impact

Our vision is to create an inclusive world where everyone has equal access to the arts. To achieve this vision, we strive to make a positive impact on society. We measure our success against our proposed societal impact, focusing on four key points: **tackling inequalities**, **building an inclusive society**, **improving mental health** among the community, and for our Educational programme; **improving educational attainment**

Job Description for the role of Arts Engagement Manager

Job Title - Arts Engagement & Outreach Manager

Contract type: Permanent

Reporting to: Artistic Director/CEO

Rate of Pay: £27.5k pa plus benefits

Hours: 37.5 hours per week

Probation Period: 6 months

After a period of organisational restructure, heading into a 3-year strategic plan to enable the charity to continue its growth and reach more people, The Habbit Factory is seeking a full-time Arts Engagement & Manager to develop, deliver and evaluate activities as part of our educational & outreach programme. Our educational & outreach programme is ready to burst and this is a wonderful opportunity to grow and develop a programme

Having grown rapidly since the pandemic when we had a turnover of £43K, last year's annual turnover of £100K really highlighted the direction of the charity. We anticipate another remarkable financial year, given that our year-to-date income surpasses that of the previous year.

THF receives income from various sources - a model distinctive for an arts organisation. As well as generating income to reinvest in our core programme, we gain access to a range of expertise and new approaches and share our practice amongst local schools and organisations.

The ideal candidate will be passionate about the power of creative participation to effect change in people and society, and be an advocate for children, young people and inclusivity. You will be enthusiastic about theatre and the arts and will have demonstrable experience of working with children and young people (this does not have to have been paid work - voluntary/work experience is also relevant).

Key responsibilities

Programme development: Review the current programme to define a clearer, more robust delivery model that is co-designed in line with local schools, charities, and organisations.

Education & Community Outreach: Deliver the Habbit Factory's Educational & Outreach programme that proactively responds to local need, working strategically with educational and local partners to maximise the impact of the performing arts.

Workshop delivery: Deliver performing arts workshops, in line with the Habbit Factory's methodology and practice.



Job Description for the role of Arts Engagement Manager

1: Programme Development & Delivery

- Review and assess the current programme to identify strengths, weaknesses, and areas for improvement.
- Define a clearer and more robust delivery model for the programme through collaborative, co-designed efforts with local schools, charities, and organisations.
- Ensure alignment of the revised programme with the needs and expectations of the local community.
- Communicate information about The Habbit Factory's work internally and externally, to partners, funders, networks and other interested parties.
- Ensure all activity is monitored to track engagement and progress - to inform reporting, delivery, and planning - and to support The Habbit Factory in developing new systems/approaches to improve consistencies in impact monitoring and reporting.
- Maintain a broad knowledge of changes to health, social, housing, youth and elderly provision across Havering.
- Work with freelancers and commission work as and when needed, ensuring that all freelancers are trained in The Habbit Factory's practice.

2: Education & Community Outreach

- Lead the delivery of The Habbit Factory's Educational & Outreach programme, proactively addressing local needs.
- Establish and nurture strategic partnerships with educational institutions and local organisations to maximise the impact.
- Work closely with local partners to identify and respond to emerging community needs.

3: Workshop Delivery

- Deliver performing arts workshops in accordance with The Habbit Factory's methodology and practice.
- Ensure the workshops align with the organisation's overall mission and goals.
- Facilitate engaging and impactful workshops that contribute to the development of participants' skills and creativity.
- Create workshops that tackle local issues within schools and develop workshops around the school curriculum.

Additional duties

It is in the nature of the work that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position-holder will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description. These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with successful applicant.



Person Specification for the role of Arts Engagement Manager

Experience (Work/volunteer)

- Demonstratable experience delivering arts-based activity with community groups.
- Demonstrable experience delivering place-based activity in neighbourhoods/community spaces
- Experience of working with socially excluded children & young people
- Passionate about inclusivity and theatre

Skills (demonstratable)

- Knowledge of the boroughs of Havering, Barking & Dagenham
- Experience of working with those with disabilities
- Efficient at using Office 365
- Attention to detail and strong administrative skills
- Good interpersonal skills
- Good written and verbal communication
- Awareness of confidentiality and data protection
- Live locally (within reasonable daily commuting distance)

Please note: Travelling throughout the London Borough of Havering, Barking & Dagenham is required as The Habbit Factory does not have an office space

Personal characteristics (values & approach)

- Ability to work without supervision to agreed objectives and priorities
- Flexibility, willingness to learn and to undertake a variety of tasks
- A confident problem solver/trouble-shooter
- A commitment to the values and objectives of The Habbit Factory



The Habbit Factory Recruitment Policy

Equal Opportunities

The Habbit Factory is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Flexible working

This post is being advertised as a full-time role. However, The Habbit Factory has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy. This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy..

Ex-Offenders

The Habbit Factory supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely. We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact us via email at leegiles@thehabbitfactory.org or via telephone on 07916299857 for further information about this post or our Recruitment Policy.

