



June 2010

Dear Applicant,

PEER

Please find enclosed an application pack for the position of **PEER/Participate Coordinator**. The pack includes:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Guidance Notes for applicants

We would also suggest that you look at PEER's website to familiarise yourself with the work that we do – www.peeruk.org

The closing date for receipt of completed applications is **5pm Thursday 8 July 2010**. We regret that applications received after that time cannot be considered.

Please email your completed applications to info@peeruk.org with the subject line 'PEER/Participate Coordinator', or post to PEER, 99 Hoxton Street, London N1 6QL marked 'Confidential: PEER/Participate Coordinator recruitment'.

Shortlisted candidates will be contacted by phone or email and invited to an interview. Interviews will be held **on Tuesday 20th July**.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us by Thursday 15 July please assume that you have not been shortlisted in this instance.

If you have any queries regarding the process please contact me on 020 7739 8080.

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

Yours sincerely,

Ingrid Swenson
Director

PEER/Participate Coordinator Job Description

| | |
|------------------|--|
| Post: | PEER/Participate Coordinator |
| Contract: | 2 year fixed term (September 2010–August 2012) |
| Reporting to: | PEER Director |
| Line Manager of: | 2 x Artist Ambassadors |
| Location: | PEER and working directly in schools |
| Salary: | Equivalent of 2 days/week @ £24,000 pro rata |
| Holidays: | Equivalent of 4 weeks paid holiday per year pro rata plus Bank Holidays (also pro rata). |

Background

PEER is a small-scale, high profile independent contemporary visual arts organisation that presents projects in our gallery space and the public realm within a regeneration context. PEER is undergoing a period of organisational development that will culminate in early 2011 with the launch of its expanded gallery premises and dedicated STUDIO for participation and learning.

The role

This is a new post funded by a grant from the Paul Hamlyn Foundation. Its purpose is to develop, manage and evaluate PEER/Participate, our radical two-year pilot learning and participation scheme, which will address issues of community cohesion and civic participation, specifically within the local environment of Shoreditch. With experimentation and creative learning at its core, an incremental four-strand programme will draw out individual potential, improve self-confidence and develop self-expression through creative practice. These strands will include; artists working in schools (Artist Ambassadors), a young people's group (Young Advisors), an intergenerational arts club, and showcasing the work of the PEER/Participate programme.

Main Responsibilities

- To provide strategic leadership for the PEER/Participate programme.
- Recruit artist educators (Artist Ambassadors) to work on the programme.
- To broker, manage and develop local partnerships with schools, community groups and third sector organisations.
- To manage and mentor artist educators (Artists Ambassadors) in their work for PEER/Participate.
- To represent and advocate for PEER/Participate to other relevant organisations including the local education authority.
- Provide a central point of contact for PEER/Participate – for gallery visitors, local partners, participants and artists.
- Coordinate the STUDIO, its resources, weekly use and develop its 'membership'.
- Engage, recruit, develop and lead the Young Advisors group.
- Recruit, develop, facilitate and lead the Arts Club with the intergenerational groups.
- Develop and manage the showcase programme.
- Carry out the documentation, marketing and publicity of the programme locally and on a wider scale.
- Manage delegated budget and report to Director on issues relating to the funding of the programme.
- To identify funding sources and to draft applications for PEER/Participate programme in liaison with the Director.
- To be responsible for partnership development, and local visibility of the programme.

- To report both orally and in writing to the Director, the Board other stakeholders and funders including Paul Hamlyn Foundation as required.
- Develop and implement the evaluation framework and methodology in conjunction with the independent evaluator.
- Liaise with independent evaluator on the production and dissemination of an evaluation report for the pilot programme.
- Implement Child Protection legislation, and ensure compliance with Health and Safety legislation throughout the programme.
- Any other duties as requested by the Director related to the PEER/Participate Programme.

As PEER is a small organisation, the Participation Coordinator, as well as the Director and the Administrator are expected to share the routine jobs of administrating and maintaining the day-to-day running of PEER.

Person Specification

- At least 2 years experience of working in a gallery, museum or other cultural organisation.
- Graduate or equivalent in an art related discipline and knowledge of contemporary practice.
- Knowledge and experience of working with UK schools, colleges and young people.
- At least 2 years experience of project and budget management.
- At least 3 years experience of working with intergenerational groups including adults.
- Experience of working with individuals and groups from disadvantaged backgrounds.
- Experience of developing funding applications and liaison with existing and potential funders.
- Excellent interpersonal and communication skills, both written and oral.
- Excellent administrative and organisational skills.
- Knowledge and experience of monitoring and evaluation.
- Ability to work independently, be self-directed and as part of a team.
- Good working knowledge of MS Office, including Word and Excel, as well as database experience.



APPLICATION FOR EMPLOYMENT – PEER/Participate Coordinator

PEER is working towards equal opportunities and welcomes applications from all sections of the community.

Before completing this form, please read the accompanying Guidance Notes.

PERSONAL DETAILS

| | |
|-------------------------|-----------------------|
| Surname | Other names |
| Address | |
| Home telephone number | Work telephone number |
| Mobile telephone number | E-mail address |

CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)

| | |
|--|---------------------|
| Name and address of Employer | |
| Job title | Date of appointment |
| Period of notice required/Leaving date if not now working | |
| Please provide a brief outline of your main responsibilities | |

PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)

Please start with your most recent position. Continue on a separate sheet of A4 if necessary.

| Date of Employment From To | Name and Address of Employer | Job title and brief details of main responsibilities |
|-------------------------------|------------------------------|--|
| | | |

EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS

Please start with the most recent qualification and include any currently being pursued.

| Date obtained | School, university, college etc. | Qualifications obtained |
|---------------|----------------------------------|-------------------------|
| | | |

SUPPORTING STATEMENT

Please write a statement explaining:

- why are you applying for this position and,
- drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Please continue on a maximum of one separate sheet of A4 if necessary.

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

| | |
|----------------------|----------------------|
| Name | Name |
| Name of organisation | Name of organisation |
| Address | Address |
| Postcode | Postcode |
| Email | Email |
| Contact number | Contact number |
| Occupation | Occupation |

May we request a reference

May we request a reference

| | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> at any time | <input type="checkbox"/> at any time |
|--------------------------------------|--------------------------------------|

| | |
|--|--|
| <input type="checkbox"/> only after an offer of employment | <input type="checkbox"/> only after an offer of employment |
|--|--|

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by the South London Gallery. This information will be treated as confidential and will not necessarily preclude you from employment.

DECLARATION

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed

Date



Equal opportunities monitoring form

In order to monitor the effectiveness of our equal opportunities policy we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

PEER/Participate Coordinator

Please state how you found out about the job:

AGE

What is your age?

16-24 25-34 35-44 45-54 55-64 65+

GENDER

What do you consider your gender to be?

Female Male Other

DISABILITY

Do you consider yourself to have a disability?

No Yes (please specify)

NATIONAL IDENTITY

What do you consider your national identity to be? (Mark as many or as few as apply)

English Scottish Welsh Irish British Other

ETHNIC GROUP

What do you consider your ethnic group to be? (Mark one that best represents you)

White

British
 Any Other White background (please specify)

Mixed

White and Black Caribbean White and Black African White and Asian
 Any Other Mixed background (please specify)

Black or Black British

Caribbean African
 Any Other Black background (please specify)

Asian or Asian British

Indian Pakistani Bangladeshi
 Any Other Asian background (please specify)

Chinese or Other Ethnic Group

Chinese
 Any Other (please specify)



GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the gallery's selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Ingrid Swenson on 020 7739 8080.

REVIEW THE CONTENTS OF THE APPLICATION PACK

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

COMPLETING THE APPLICATION FORM

General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- If you need to add a continuation sheet, make sure you mark it clearly with your name and the title of the job for which you are applying.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.

Working through the form

- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. You might find it helpful to address each of the items in the person specification separately in the order they have been listed to ensure you address them all.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before signing it and returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to PEER by email or post, and ensure that it reaches us before the closing date. Applications received after the closing date may not be considered.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date of Thursday 8th July and will be carried out by at least two people.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us by Thursday 15 July, you should assume that your application has been unsuccessful on this occasion. Interviews will take place on Tuesday 20 July.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by a letter or email which will provide any other information you may need to know for the interview.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at PEER are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor PEER's equal opportunities policy and practices. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.