Recruitment Pack

Post of Diversity Officer (Maternity Cover)

Ort Gallery

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Job Description

Reporting to: Director

Location: Ort Gallery, 500 - 504 Moseley Road, Birmingham, B12 9AH

Salary: £8240 per annum

Part-Time position (16 hours per week, 3 month contract with possible extension)

About the Post:

The role of the Diversity Officer is to aid the Programme of the gallery by ensuring the organisation works with a diverse range of artists, audiences and partner organisations. This post is funded through the Arts Council’s Elevate fund making a case for diversity in the arts. It is therefore

important that the post holder understands and promotes the equal opportunities, diversity and safeguarding policies of Ort Gallery.

The Diversity Officer will work closely with the Director to

* take the lead in overseeing the Events Programme to aid engagement creatively
* ensure the Events Programme is managed well and fits around the Exhibition Programme
* take the lead in creating a new access guide and strategy for the organisation
* oversee the management of the Community Ambassador Scheme
* ensure Ort Gallery works with a diverse range of artists, audiences and organisations
* maintains existing and creates new partnerships with diverse artists and organisations
* tap into new audience groups in the community
* engage individuals from these community groups in the creative work Ort Gallery programmes
* facilitate dialogue between people from different social backgrounds through every day   
  interaction, social media and events
* invigilate the gallery during open hours and welcome visitors
* support the running the organisation efficiently and be responsive to issues that arise
* be a point of contact for visitors, make notes of complaints and positive feedback, support   
  visitors to view the work exhibited and aid engagement
* contribute to and updating of equal opportunities and diversity policies and ensure Ort Gallery delivers on these
* monitor visitor data, capture data, keep records and write evaluation documents

Responsible for:

The Diversity Officer is responsible for the Events Programme and Community Ambassador Scheme. The post holder will manage the schemes and all individuals associated with the schemes and review their effectiveness.

The Events Programme consists of BAME-led events, working with our target audiences to plan, deliver and evaluate our events. The events programmed will draw on subjects found in the

exhibition programme helping people to connect to the work, be more likely to return to

exhibitions at Ort Gallery and other exhibition spaces and feel engaged in their community. The programme will take the shape of talks, discussions, poetry performances, participatory

workshops, open submission exhibitions, outreach work, live music, theatre, performance art and more.

We work with Community Ambassadors and Organisations who help us design inroads into hard to reach communities. Having established a strong relationship with these communities the

diversity officer is responsible for developing these audience groups to become more active

empowered citizens, creating their own projects and events.

Our Community Ambassador Scheme helps us reach new audiences from the diverse ethnic

backgrounds and faith groups who live in the Balsall Heath and Sparkbrook area and extend the number of audience members from these community groups. The diversity officer will work with community ambassadors, active community members who act as a link between the organisation and the community group, who help us overcome barriers of participation and being sensitive to cultural differences. The diversity officer will work with the ambassadors to plan

projects ensuring they are sensitive to the needs of the community groups and to speak to people in the community promoting our activities verbally and through whatsapp messaging and

newsletters.

This is a part-time post. Some weekend and/or evening work will be required on occasions for which time off in lieu will be given. The majority of the work will take place at Ort Gallery. The post-holder will be required to work 16 hours a week over 3 days in the office at Ort Gallery. These days are flexible but will be on an agreed rota.

Person Specification

Essential

* Experience in working in a gallery or similar organisation or experience of working with diverse audience or community groups
* Excellent inter-personal skills
* The ability to communicate with a wide range of people
* The ability to remain calm in difficult situations and when faced with complaints
* Sensitivity towards cultural differences
* The ability to support, nurture and motivate others
* A commitment to continuing professional development and improving professional practice
* A commitment to equality and diversity
* A passion for the arts
* A commitment to promoting arts to everyone in society
* Ability to work collaboratively

Desirable

* Sound written and oral communication skills
* Experience of writing and implementing policy for small organisations

How to Apply

To apply for this post please send a covering letter detailing your experience relevant to this post, a current CV and a Monitoring Form (see below) electronically to: info@ortgallery.co.uk

Deadline

All applications must be received no later than 5pm on 3rd December.

Late applications will not be considered.

Short-listing and Interviews

Shortlisted candidates will be informed at the latest by 7th December and will be invited to interviews, which will be held at Ort Gallery on the 14th December.

Application Guidance Notes

Equality and Diversity

Ort Gallery is firmly committed to principles of diversity and equality and this is firmly established in our recruitment process. Personal information and the equal opportunities monitoring section of the application form are removed before consideration by the panel. No job applicant or   
employee receives less favourable treatment than another on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Single Equality Act 2010).

As this post is funded by the Arts Council’s Elevate fund we pledge to interview every applicant from a B10, B11 and B12 postcode who fulfills the basic requirements for the post.

Ort Gallery | 500-504 Moseley Road Birmingham B12 9AH | ortgallery.co.uk | 07938428394

Monitoring Form

(Please complete this monitoring form to help us report to our funders successfully. Failure to fill out this form will not affect your application. We will remove this form before considering your   
application.)

What is your gender?

Male Female Other: \_\_\_\_\_\_\_\_\_\_

What is your age?

Under 16 16-24 25-34 35-44 45-64 over 65

How would you describe your ethnicity?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you got a disability?

Yes No Prefer not to say

How would you describe your religion?

My religion is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / I am not religious / Prefer not to say