



Project Worker for the Two Valleys Radio project

Heads Together aims to use the arts to inspire a creative vision in individuals and communities. The Company has been delivering community arts across Yorkshire and beyond for twenty five years – you can find out more information at www.headstogether.org

We are currently looking for a Project Worker to join our Two Valleys Radio¹ team. It's an internet-based community radio project working in the lovely Holme and Colne Valleys near Huddersfield. Based in our studios in Honley, you would be working closely with the TVR Project Manager to deliver a range of audio-based projects and broadcasts.

First and foremost you would be joining an established community arts company and you must have a passion for working with people in formal and informal learning situations. At the same time we are looking for someone who has a certain understanding of the technical equipment and processes connected with recording and broadcasting², and a willingness to learn and get to grips with new technical processes and share that knowledge with others.

This post is offered on a starting salary of between £18,000 and £22,000 (depending on previous experience).

If you are interested in applying for the post, please email a completed application form and cv to us by 9am on Monday 9th December. We will be arranging interviews on Monday 16th December.

For further information please email info@headstogether.org

Enclosed:

- Information on Competencies
- Job Description
- Practical Considerations
- Application Form

¹ More information at www.twovalleysradio.co.uk

² You will be editing and mixing audio...



Competencies needed by a Project Worker

General requirements for someone working in this rôle for Heads Together³

CREATIVE PRACTICE

- must be confident in their own creative skills and be prepared to take creative risks
 - must strive to be innovative; combining knowledge, skills and experience to suggest new ideas and approaches
 - must show a commitment to reflective practices; analysing and evaluating to ensure that lessons are learned and applied both during and after project delivery
-

RELATIONSHIP BUILDING

- the basis of all their work should be a desire to involve others in their work; whatever their background, experience or understanding. They will always be prepared to support diversity.
 - must thrive in a collaborative environment, prepared to work alongside other staff as well as participants in the planning, delivery and evaluation of arts workshops and projects— to share ownership of the work
 - understands that they will be acting both as a teacher but also as a role model at all times
-

PERSONAL ATTRIBUTES

- there must be consistency in all aspects of their work and relationships with others and pay attention to the detail of any project
 - they should show tenacity at all times; in their creative, participatory, and professional work and relationships
-

THINKING

- will be committed to continuing their own professional and self development
 - will be aware of the need to make judgements and decisions independently; whilst at the same time understanding their own professional responsibility and be able to judge when and how to refer decisions to others in the team
-

³ This has been prepared with reference to the work done by the Consortium for Participatory Arts Learning in the North West



JOB DESCRIPTION

1. Job Title **Project Worker—Two Valleys Radio**

2. Job Purpose **To plan, deliver and evaluate a creative programme of work for Heads Together on the Two Valleys Radio project.**

3. Organisation Position

This is a highly operational role, working closely with the Two Valleys Radio Project Manager as part of the team at Heads Together. The post will be managed by the Heads Together Creative Director

4. Key Results Areas

- a. To develop and deliver a range of creative opportunities for people to participate in the work of Two Valleys Radio
- b. To oversee the technical equipment and processes used by Two Valleys Radio in its broadcast work
- c. To maintain and enhance practical partnerships at local level with other organisations and to ensure a good level of awareness and understanding of the Two Valleys locality.
- d. To work with the Development Team in order to monitor and evaluate the effectiveness of all project work.

5. Main Tasks

- a. To oversee and deliver all the broadcast work of Two Valleys Radio. This includes a full range of broadcast journalism, live music, radio drama, spoken word work...
- b. To oversee and deliver all training for the Two Valleys Radio project ranging from informal studio training to extensive projects with schools and other local organisations
- c. To maintain an equipment and material resource for the Two Valleys Radio project.
- d. To maintain and enhance the web presence for Two Valleys Radio; both maintaining the Two Valleys Radio website as well as overseeing all social media work.



6. In Addition

All Heads Together staff are expected to:

- a. Meet with the Heads Together team on a regular basis to discuss progress and plan future tasks, workload and training needs.
- b. Take part in all reflective processes including completing reflective journals for all aspects of their work
- c. Actively inform and promote the work of Heads Together to external partners/ collaborators.
- d. Operate safely in the workplace, observing Health and Safety Regulations.
- e. Observe organisational practices regarding Equal Opportunities, Codes of Conduct, staff development.
- f. Attend relevant training as required and develop an individual learning plan as part of the Heads Together appraisal process.
- g. Undertake such other duties as appropriate to the post as may be required from time to time by the Creative Director or the Heads Together Team.

7. Job Details

- a. The salary for this post will be on a scale of £18,000 to £22,000. The starting salary will depend on the successful candidates skills and previous experience.
- b. This post is offered as a full-time permanent contract at 35 hours per week on a flexible basis. However, part-time hours will be considered and applicants are invited to suggest ways in which the role could be delivered in these circumstances. The job may include unsociable hours. There is no provision for overtime payments, although time in lieu may be taken as per the Company guidelines.
- c. Employees are entitled to 25 days annual leave plus statutory days, and an additional day off for their birthday.
- d. As this post involves leading sessions with young people and vulnerable adults, appointment will be subject to obtaining full references and a DBS check
- e. Heads Together is a not-for-profit company limited by guarantee.
- f. The Heads Together team currently comprises 4 staff and 3 associate freelancers. This appointment is to fill a vacancy. We are also recruiting an apprentice and intern with support from the Creative Employment Programme.



PRACTICAL CONSIDERATIONS

- A knowledge of the local area will be an advantage to potential applicants
- The job will include evening and weekend work in places not served well by public transport. This means that living locally and having access to your own transport will be an advantage
- We are not necessarily looking for someone who has been trained in radio specifically; we believe there are many creative and educational backgrounds that could give the transferable skills necessary for the job. Having said that we would expect you to be interested and excited in the possibilities of radio.
- The job does require a certain amount of technical skills and understanding. Much of that can be learnt on the job, as long as you are the sort of person who can pick up technical skills quickly. In the end the successful applicant will be required to edit 'fast and hard'!

HOW TO APPLY

- On the following four pages there is a simple application form. It has been created as an Interactive PDF so you should be able to fill it in and then send it to us as a pdf. If you do have any problems with the form, then do feel free to recreate it (although we would ask you to send a final version as a PDF—that means no problems with system fonts etc)
- We would also like you to send us a cv (again in pdf format)
- Please send both to info@headstogether.org to arrive before 9am on Monday 9th December



To apply for the post of Project Worker, please complete the following application form and submit your cv.

About You

Name

Address

Post code

Email

Phone number

If we do call you for interview, we would like to ask a few simple questions to two people who can provide a reference for you. Can you give details of two referees below:

Referee 1

Name

U! * a} a a} } E| | ^

How do you know them?

Email

Phone number

Referee 2

Name

U! * a} a a} } E| | ^

How do you know them?

Email

Phone number



-
1. **Outline details of any training (with or without formal qualifications) or other forms of professional development that you have undertaken which you think are relevant to the Project Worker post.** *For each qualification or element of training, please give us some detail of the skills that you gained—don't assume we will know!*



.....

2. Give details of any work (paid or unpaid) that you have undertaken which you think are relevant to the post. Give us some information about your responsibilities for each area of work



-
3. With reference to the list of competencies and the job description, give us any more information about why you think you would be good at this job

