



# CULTURAL BONDING THROUGH THE ARTS



## Application Pack – Creative Engagement Manager



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**BELFAST  
MELA**

ArtsEkta are the proud  
organisers of the Belfast Mela

Charity No. XR 96726  
Company Ltd No. NI060389



cultural bonding through the arts

Dear Applicant

Thank you for expressing interest in the post of **Creative Engagement Manager** with ArtsEkta – an award winning social enterprise passionate about promoting our cultural diversity.

In this pack you will find:

- A job description and person specification which will be used to shortlist your application
- An application form
- An equal opportunities monitoring form

Please ensure that all forms are completed and returned by **12noon on 4<sup>th</sup> March 2024** . Late, incomplete or ineligible applications will not be considered.

Completed applications should be returned by email only to [admin@artsekta.org.uk](mailto:admin@artsekta.org.uk) ArtsEkta will acknowledge receipt of applications via email however due to anticipated high volumes of applications we will provide feedback to shortlisted candidates only.

In the event of a large number of applications being received, ArtsEkta reserve the right to enhance criteria in order to effectively shortlist candidates.

**Interviews are expected to take place week commencing 11<sup>th</sup> March 2024.**

If you require any assistance with completing the application form or require in an alternative format, please contact us on 028 9023 1381 or email [admin@artsekta.org.uk](mailto:admin@artsekta.org.uk)

We look forward to receiving your application.

Yours sincerely

**Nisha Tandon OBE**  
Chief Executive



## **Introduction**

ArtsEkta is a multi-award winning social enterprise that works to develop intercultural relationships at the heart of the community and is home to the Belfast Mela - the largest celebration of cultural diversity on the island of Ireland.

The brainchild of Indian-native Nisha Tandon, ArtsEkta was founded in 2006 on the principles of inclusivity, creativity and openness in all aspects of society – Ekta means ‘uniting’ in the Indian language.

Bringing together communities of Belfast and beyond, we create projects that inspire audiences to engage with the diversity, tastes, rhythms and sights that make up the multicultural life of Northern Ireland.

Over the last decade we have grown dramatically in size and scope and are now recognised as one of the region’s leading arts charities and a pioneer in the development of intercultural arts for Northern Ireland.

## **Our Vision**

### **VISION**

An inclusive society that respects different cultures and communities in Northern Ireland

## **Our Mission**

### **MISSION**

Encourage understanding by delivering innovative cultural programmes in the heart of the community

## Our Beliefs & Values

The way we pursue our vision is shaped by our values – the things we believe in and which shape our decisions and relationships

### OUR BELIEFS & VALUES

- We believe that arts and heritage are powerful facilitators of exchange and learning
- We believe in empowering people and communities to tell and exchange their own stories
- We value all people and believe no one should face barriers to participation
- We believe that a strong intercultural community of skilled artists, staff and governors is essential to pursuing our mission
- We believe that quality, evaluation, learning and impact are linked and underpin success
- We value and recognise the dedication and commitment of our team
- We value collective action and working with others to improve intercultural understanding
- We believe in openness, transparency and honesty in all we do.

## What we are looking for

Our rapidly growing cultural organisation is looking for a new **Creative Engagement Manager** to support our ambitious annual creative programme, including the award winning Belfast Mela festival.

Candidates should be dynamic with an **ability to lead multi-disciplinary engagement programmes** while supporting our values for promoting cultural diversity across the region.

We're especially looking for someone with **great communication skills**, as you'll be expected to interact with a wide range of different stakeholders on a daily basis.

## Employee Benefits

- The chance to join a highly motivated, creative and fun team dedicated to making Northern Ireland a more diverse and inclusive place
- Be part of an ideas-driven organisation with an opportunity to contribute to future development
- Bespoke training and professional development opportunities
- Easily accessible city centre offices with free parking
- Flexible and hybrid working policy
- Pension benefits
- 28 days annual leave (inclusive of bank holidays) and Time Off In Lieu policy

**ORGANISATIONAL STRUCTURE**

**Level 1**  
Governance



**Level 2**  
Executive Leadership



**Level 3**  
Operations



**Level 4**  
Production



**NB: ArtsEkta’s organisational structure is currently under review and may be subject to future change.**



## ARTSEKTA JOB DESCRIPTION

<b>POST:</b>	Creative Engagement Manager
<b>REPORTS TO:</b>	CEO (and Creative Producer where required)
<b>SALARY:</b>	£30,000 per annum
<b>LOCATION:</b>	Glendinning House, 6 Murray Street, Belfast, BT1 6DN with travel as required.
<b>CONTRACT LENGTH:</b>	Permanent (subject to recurrent core funding)
<b>HOURS OF WORK:</b>	37.5 hours per week

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### **PURPOSE:**

The post holder will be responsible for managing all duties associated ArtsEkta's creative engagement function with the overarching aim of ensuring excellence in intercultural arts practice across Northern Ireland. The post holder will work collaboratively with other key personnel in ArtsEkta to deliver a range of events and projects in a timely and professional manner and develop and strengthen all stakeholder relationships.

### **DUTIES**

#### **Creative Engagement**

- Research, develop and deliver a cutting-edge intercultural arts programme, taking a holistic approach to inclusion and to empowering communities to overcome barriers to engagement with a particular focus on the needs of minority ethnic communities.
- Through ongoing research and outreach identify potential partners, resources, organisations and participants locally, regionally and nationally, to work with to advance ArtsEkta's intercultural arts practice.
- Establish and maintain good working relationships with the community and education sectors, to help identify community needs and promote partnership working.
- Ensure that community engagement forms a strong element of the work of ArtsEkta in ways which are both clear, user friendly, sensitive and consultative to the needs of individuals and community groups participating in the programme.
- Ensure co-creation and participation for a wide range of diverse groups and create showcasing opportunities, particularly for the Belfast Mela
- Be responsible for developing, managing and promoting outreach resources, ensuring that they are geared to the specific needs of local communities inline with the ethos of ArtsEkta and relevant government strategies.

### **Programming & Events**

- Support the CEO and Creative Producer with broader cultural programming across the organisation by researching and delivering new events and projects in line with our strategy.
- Take a lead role on cultural programming for the Belfast Mela to expand on existing and develop new experiences within the festival
- Support the operational delivery of cultural events where reasonable and required

### **Organisational Development**

- Report to and work with the CEO/Creative Producer to preserve and advance the multi-disciplinary nature of the creative programme
- Identify potential funding opportunities and complete funding applications through to the creation of the complete funding pack with all necessary information, evaluations, data and plan of delivery as well as associated administration
- Work with the CEO to contribute to the sustainability of ArtsEkta by taking a lead role in developing new income generating initiatives by promoting the charity's broad ranging creative programme
- Maintain our position as one of Northern Ireland's leading cultural organisations by attending events, meetings, seminars, conferences to represent the interests of the company and promote its work
- Work with internal and external marketing teams to profile the work of the outreach programme across the company's key marketing platforms
- Stay abreast of the policy environment in relation to the arts, good relations and racial equality including, but not limited to, Arts Council Strategy; BCC A City Imagining; Together: Building a United Community; Delivering Social Change and the Racial Equality Strategy.

### **Administration and Budget Control**

- Be responsible for project budgets, primarily relating to outreach and engagement activities
- Be the primary contact with Arts Council's client officers in all aspects relating to the funded programme of work in conjunction with the Creative Producer
- Line manage freelance staff, artists and other cultural practitioners in line with programme requirements
- Contribute to establishing and maintaining systems for monitoring and evaluating services through the collection and analysis of public and other feedback inline with Arts Council's Annual Funding Survey and ArtsEkta's AIMS framework
- Create case studies that can be used in marketing to promote the various programmes
- Comply with ArtsEkta's core policies including Child Protection and Equal Opportunities.
- Perform such other duties that may be requested by line management.



## ARTSEKTA EMPLOYEE SPECIFICATION

### QUALIFICATIONS

Educated to GCSE level or equivalent, including English and Maths at grade 'C' or above and a minimum of 3 years experience working in the cultural sector in a creative engagement role

OR

Third level or equivalent qualification in a relevant discipline e.g. arts management, cultural studies, heritage practice or equivalent relevant subject and 1 years experience working in the cultural sector in a creative engagement role

### SKILLS AND ATTRIBUTES

Applicants must be able to demonstrate evidence of each of the following skills and attributes which may be tested at interview:

**Communication skills:** the ability to communicate in a clear, concise persuasive manner through a reports, briefings, presentations, to a range of different audiences.

**Partnership working skills:** the ability to establish good working relationships with stakeholders, individuals and organisations on a cross-sector basis

**Analytical and decision making skills:** the ability to analyse situations and make decisions in a highly effective way and have a full understanding of the issues involved

**Performance management skills:** the ability to identify performance indicators for areas of responsibility and monitor and evaluate performance against them in order to achieve or exceed agreed targets.

**Technical knowledge:** knowledge of local and wider issues across the voluntary, cultural, community and social enterprise sectors with a specific understanding of the issues for established and new migrant communities

**Resource management skills:** the ability to effectively manage and monitor any allocated budgets and other project resources and report on variances as required.

**Work planning skills:** the ability to effectively prioritise and plan workload and activities, depending upon demand and available resources and forward plan to ensure deadlines are adhered to and targets met.

**Event management skills:** the ability to effectively support the organisation of events from conception, to pre-production to live delivery.

**Equality of opportunity:** a personal commitment to the promotion of equal opportunities and good relations working with all Section 75 groups.