

A graphic featuring a rainbow arching over a row of colorful books (red, orange, yellow, green, teal). Above the books are five stars in red, orange, yellow, green, and blue. The text 'Z-arts Children's Library' is written in red to the right of the books.

Z-arts Children's Library

Volunteer!

Application Pack 2023

Join our
team as a
Volunteer!

z-arts.org

335 Stretford Road,
Hulme, Manchester,
M15 5ZA

Registered charity 1093556

Ask us a question or call for a chat.

Get in touch in whichever way works best for you
– or drop us a line and ask us to call you back.

Email: tabitha@z-arts.org

Call: 0161 226 1912



In this pack you will find...

Page 3	Welcome from our CEO
Page 4 & 5	About Z-arts
Pages 6 - 9	Working at Z-arts
Page 10	What our families say!
Page 11	A sneak peek of our library!
Page 12 - 14	The Volunteer Role
Page 15	How To Apply

Welcome from our CEO



Here's a BIG welcome to Z-arts - the UK's only dedicated arts centre for children and families.

We pride ourselves on being welcoming and family-orientated, and I try to extend that to the whole team as well as to our visitors. Many organisations like to call themselves a family, but at Z-arts, we take it one step further!

I'm delighted you're interested in working with us. The staff here are an amazing bunch, full of vivacity and passion for the work we do and if you join us, you'll see for yourself that it's a great place to work. The children and the artists are all pretty inspiring too. Not that it's not hard work. We're a small team, and we expect you to go the extra mile.

The payback is that you'll learn loads, including skills that might not be on your job spec, make friends and enjoy a job that is the spice of life - variety - every day is guaranteed to be different.

You'll find my door is always open (there's often a tennis ball flying in and out of it for Siskin, the office dog to play with), so if you have any questions or great ideas to share, just ask. I hope you enjoy reading this pack, and are encouraged to make an application.

We look forward to hearing from you soon!



Our beautiful Edwardian building!



Liz O'Neill CEO



Siskin - Apprentice CEO

About Z-arts



Z-arts is the UK's only dedicated arts centre for children and families, delivering a broad range of performing arts events, performances, exhibitions, activities, workshops and participatory opportunities.

Our Mission

To inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.

- Z-arts uses creativity to inspire, enrich and enable children, young people, and families to reach their potential and be the agents of change in their own lives.
- In our arts centre in Hulme, in education, in communities, at home, and across networks.
- Developing Children, Young People, Educators, Artists, and Family-togetherness.

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building that includes a 230-seat theatre, gallery, recording studio, music room, dance studio, café, our brand-new children's library, escape room, and rehearsal/meeting rooms. But there is much more to what we do that is outside of the building.

We lead networks: Big Imaginations children's theatre network; MADE (Manchester Cultural Education Partnership); and the Manchester Family Arts Network.

We receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture. We are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children's theatre, programming, and commissioning relevant, diverse theatre for the modern family.

We lead the Manchester Cultural Education Partnership (MADE) Working Group, with a vision to make Manchester a beacon for creative education, where the arts add magic to life experiences and learning for everyone.



What We Believe

Our manifesto to our families...

Z-arts is a place to express yourself, celebrate your imagination, have fun, be entertained, and dream big! So, whatever your age and whether you're coming to see a show or make some amazing mini-masterpieces in one of our arts workshops, we hope you enjoy your visit to Z-arts and are inspired by your own creativity.

History of Z-arts

Pavarotti sang here. Warren Beatty used our building in his film Reds. And Benji Reid's Life of a B-Boy was born here, if there's one thing that's for sure it's that Z-arts has a fascinating and eventful history!

www.z-arts.org/about-us/our-history/

Want to find out loads more about Z-arts?
Head to our website...

www.z-arts.org/about-us/

You can also have a nosey at our social media channels if you fancy.



Working at Z-arts



We believe that theatre and the arts are for everyone.

They are inspiring, immersive, and magical, and we want to share the joy of creativity, imagination, and storytelling with children and families in Greater Manchester and beyond.



Our Values

welcoming

forward-thinking

inclusive

engaging

vibrant

fun

A recent staff workshop identified 'inclusive' and 'fun' being our primary values.

It's sometimes all hands on deck!

Z-arts has a relatively small team with lots on the agenda that we aim to get our teeth stuck into! This sometimes means that it's all hands on deck - so be sure you're up for doing a little bit of everything.

We need you to get involved to help support our organisation and the amazing work we do. Getting involved varies from, giving a wave to our social media channels, welcoming a school to our building, being a budding steward, or helping out the Box Office team over the Christmas period.

We work collaboratively across our teams and alongside the many networks we lead.



Working at Z-arts



At Z-arts we feel it's vital that our employees are well rewarded. We are constantly reviewing the details of our package, but the things you'll be able to enjoy currently include:

For full-time employed staff:

- 23 days holiday per annum, plus statutory public holidays (pro rata for part-time staff).
- Entitled to one extra days holiday after one year of continuous service.
- Group Personal Pension scheme – Z-arts contribute 3% of the salary for each employee which contributes 5%.

Sub-Groups

There are four sub-groups run by our staff here at Z-arts, these are:

- **Diversity**, driving our diversity manifesto forward throughout our activity.
- **Access** ensures everyone's visit to Z-arts is as enjoyable as possible.
- **Green Champs**, our environmental heroes.
- **Wellbeing**, to make sure our employees feel at their best!

Wellbeing

At Z-arts, employees' & **volunteers** wellbeing is a big priority, and we want employees to be the best they can be. Our wellbeing benefits up to now include:

- Flexible working hours
- Free Lunch Thursdays!
- Team well-being walks
- Refreshments in our staff kitchen
- Regular all staff meetings
- Regular team socials! (We know lots of people in the arts & cultural sector, there's always a ticket or two going for shows & events across the city)
- Free tickets to all of Z-arts events & productions!
- Buddy System
- Team Away Days





Diversity

We've recently been working on our new diversity manifesto. Here's a snippet below.

Our activities reflect our audiences, and we aim to represent all the different communities in our area. Z-arts is an antiracist organisation. We do not tolerate discrimination of any kind. We practice inclusivity and accessibility and are learning how to embed trans-inclusivity across all we do. Z-arts is welcoming to all people who do not discriminate against others.

We acknowledge all protected characteristics in the Equality Act 2010 – including age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation recognising socio-economic status and class as a thread that intersects all of these.

As a **learning organisation**, Z-arts is always open to change.

You can read more about what diversity means to Z-arts at:

www.z-arts.org/about-us/work-at-z-arts/



Our Recruitment Policy

Z-arts have a recruitment policy in place to ensure job applicants are considered equally and fairly, and are not discriminated against based on their race, nationality, ethnicity, religion, gender, sexual orientation, marital or civil partner status, disability, or age.

You can find out more about our **Unconscious Bias Recruitment Policy** [here](#). Z-arts also have a Safer Recruitment Policy which takes this further and ensures we are keeping children safe, this applies to all staff, freelancers, volunteers and placements.



Our building is located at:

Z-arts
335 Stretford Road,
Hulme, Manchester,
M15 5ZA

Our registered charity no. is:
1093556

Working at Z-arts



What the team say!

Don't just take our word for it, see what our staff have to say about working at Z-arts.

I love working at Z-arts! Each day is new and exciting - full of colour, joy, and creativity! Being a parent and working here is also great as my kids love Z-arts. We get a free Family Membership and are the first to see all the fabulous shows and exhibitions on offer!

- **Janine, Resident Visual Artist**



Part of Z-arts' remit is working with children and families, encouraging artistic fun and exploring the joy of just playing. The best thing is, that the remit doesn't stop at participants but also extends to the staff here. And their commitment to this honestly creates such a supportive, professional, productive, and most importantly fun working environment! And it's such a joy to be part of this! It allows you to be a big kid while being a grown-up. - **Isah, MADE Administrator**

Since joining Z-arts 20 years ago, I have never enjoyed a job so much. I thoroughly love working in such a dynamic organisation and doing the work I do. Z-arts has continued to grow and prosper over the years and we thoroughly deserve the praise we get from both parents and their children. I really take pride in seeing some of the shy young people developing and becoming more confident by attending our creative workshops. It is fantastic that I still get a buzz out of coming into work each day.

- **Paul, Deputy House Manager**

Working at Z-arts is so refreshing! It's brilliant to work somewhere where there is such a hive of creative minds and new ideas are met with, 'let's give it a go!' Z-arts are all about supporting the community and the whole family and this extends to the staff too. Having a young family, working at Z-arts allows me to work around family commitments and are genuine about being a supportive workplace for flexible working. - **Hannah, Creative Schools Project Coordinator**



What our families say!

Z-arts has given my daughter the opportunity to be a dancer and performer, which otherwise I feel she would have missed out on due to our financial situation. It is an amazing place and I don't know what we would have done if we hadn't found it.

- Parent



I love coming to Z-arts because the activities and classes here allow me to express my personality and open my mind to the world of creativity.

- Bright Sparks Member

Z-arts has made arts and theatre particularly accessible to my family, it's been inclusive to my child with SEN and recaptured my love for the arts.

- Parent



Z-arts are really inclusive with our ideas. It makes us feel like we really fit in... our ideas want to be heard and our ideas really matter.

- Parent





Z
arts




Z-arts
Children's
Library



Z-arts Children's Library helpers needed!

Z-arts are on the lookout for a team of volunteers to help in our Children's Library. Our library is a community library and part of Manchester Libraries network.

The Role

As one of our helpers you will...

- assist Z-arts staff with our programme of activities for babies and children within the library.
- welcoming children and parents as they arrive into the library and for events.
- helping prepare for regular baby and toddler activities in advance of sessions, including preparing activities and setting out equipment.
- joining in with activities as appropriate and assisting children to further develop their own skills.
- support a range of children's activities which could include craft sessions, colouring, LEGO construction, storytelling and quizzes.
- help keep the library looking inspiring and create imaginative displays.
- help children and families find books they'll love.
- encouraging library visitors to become members.

This volunteer role is suitable for you if:

- if you're enthusiastic about encouraging children's literacy, learning and development.
- if you're passionate about books, reading, stories, imagination and creativity.
- if you want to help children and their families participate in library activities.
- if you're looking for experience volunteering with children or within a library setting.
- you're able to commit a small amount of time each week.

Anyone is welcome to apply to volunteer: parents, carers, grandparents and students.

Required skills, experience, interests and knowledge...

You will need:

- reliability and the ability to make a regular commitment to the library.
- enjoyment in working with children.
- be proactive and self-directed.
- clear communication skills.



- fun and friendly attitude.
- be inclusive and welcoming.
- the ability to manage activities for children and families and encourage them to take part.
- an interest in children's literature.

Benefits of volunteering

By volunteering in this role, you will get:

- new skills, experience and knowledge of helping within a Children's Library located in the UK's only dedicated art centre for children and families.
- a boost to your communication skills and confidence.
- friends and social contact.
- evidence for your CV.
- reference for future employment (if needed).
- free tickets to Z-arts events and performances.
- free refreshments from the café for each volunteering session.
- staff discount in the shop.
- wider opportunities from Manchester Libraries Network.
- opportunities to engage with creative programme.

Hours of volunteering

- The Library is open from 10am to 6pm Tuesday to Friday and 9.30am to 4.30pm on Saturdays
- You can see the full programme of activities here: [Z-arts Children's Library - Z-arts](#)
- We are looking for people who can commit a small amount of time each week.
- We ideally need day volunteers on Tuesday and Wednesday from 10am to 12pm to support pre-school & baby activities.
- We ideally need afternoon volunteers Tuesday to Friday from 3pm to 6pm.
- We ideally need weekend volunteers anytime on Saturday from 9.30am to 4.30pm.
- We would appreciate a commitment for at least 12 months but are very flexible in this request.

Location

This role will be based at **Z-arts Children's Library, 335 Stretford Road, Hulme, Manchester M15 5ZA**



Travel

If needed, volunteers can ask for reimbursement of reasonable expenses for travel to and from Z-arts.

Training and support

You will receive the following training:

- induction, health & safety, safeguarding, general information about Z-arts and the Children's Library.
- opportunity to join Z-arts staff development programme and training opportunities.
- opportunity to join Z-arts wellbeing, diversity and access subgroups.
- opportunities to learn about children's development, learning, literacy and literature.

You will receive the following support:

- regular contact with the Head of Creative Development and Creative Team members, Visitor Experience Manager and the Creative Assistant who helps manage the volunteer programme.
- support from Z-arts Staff who understand and undertake role.
- opportunity to meet with other volunteers.

How to apply / Volunteer Process

First, register your interest by emailing tabitha@z-arts.org

There is no application deadline as this is a rolling programme of volunteer recruitment.

We will then send you a short simple application form to fill in.

You will also need to:

- attend a short, informal meeting.
- give us details of 2 references.
- complete an Enhanced Disclosure and Barring Scheme check prior to starting.
- We'll process the required Enhanced Disclosure and Barring Scheme check for you for free.
- If your volunteering application is successful and once we have your references and a satisfactory DBS check we'll confirm your acceptance.
- Then we will agree your training and session start dates and times for your role.

Join our team
as a Volunteer!

z-arts.org

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Thank you for taking the time to read our application pack!

This recruitment pack is brand new! It's a work in progress and a learning document for us to update and make even better in due course.

So, if you have any feedback on the content, layout, or anything at all, we'd love to hear what you think.

Please email marketing@z-arts.org - we're all ears!

