



MADE Administrator

Application Pack 2023

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: yemi@z-arts.org

Call: 0161 226 1912



**Application
deadline:
Thursday 15
June 2023
12pm**



**Manchester's Cultural
Education Partnership**

www.mademcr.org
[@MADE_Mcr](https://twitter.com/MADE_Mcr)

335 Stretford Road, Hulme, Manchester, M15 5ZA

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Manchester's Cultural Education Partnership www.mademcr.org
@MADE_Mcr
335 Stretford Road, Hulme, Manchester, M15 5ZA

**TITLE: MADE Administrator
(Manchester's cultural education
partnership)**

RESPONSIBLE TO: MADE Project Manager

Hours: 16 hours per week.
*Flexible hours and hybrid working are available.
Ideally, working hours are split across 3-4 days to
manage workflow.*

Length of contract: 12 Months (Possibility to extend subject to funding)

Deadline: Thursday 15 June 2023

Interviews: Thursday 29 June 2023

Salary: £20,000 (Pro rata) or £8,533.33/ FTE £20,000 per annum

Welcome from our CEO



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

MADE pride ourselves on being a forward-thinking, positive, curious and youth-informed organisation working to promote creativity and cultural education now and for the future of Manchester. MADE operates within Z-arts' building policies, so we share their values too. Z-arts are a welcoming and family-orientated charity, 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

MADE is Manchester's local cultural education partnership. we support educators by producing high quality and meaningful creative learning experiences, connecting young people to the arts in our city and promoting creativity in all learning. 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. Working within Z-arts means we are close to children and young people, in a dynamic and high energy creative environment.

Our Mission

To make Manchester a beacon for creative education, where the arts add magic to life experiences and learning for everyone.

MADE invest in our children and young people to ensure Manchester becomes a beacon for creativity and creative education where the arts, culture, and other creative opportunities add magic to life experiences and learning for everyone. We broaden and expand our activity with every school, education establishment and out of school provision across Manchester alongside our cultural partners. We encourage the city's young people, their teachers and leaders to be excited, engaged, inspired and confident about being creative and inventive; creating challenging new ideas and possibilities, pushing the curriculum to new and challenging levels. We ensure accessibility, equality, diversity, inclusivity and wellbeing is at the heart of all our work and activities, expanding horizons, and offering new ways to learn through cultural partnerships and working with young people.

MADE advocate for the importance of creativity in our lives and influence those who have the power and resources to influence and make change to support children and young peoples journeys as creatives.

Based in Hulme, we are committed to supporting education and creative learning across the city of Manchester 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.

Z-arts and MADE receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture and education.

Z-arts 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.



What We Believe

Our manifesto to our partners

MADE is a collaboration between culture and education organisations from across Manchester, including art galleries, museums, theatres, schools, colleges and many more. We run participation projects and create learning resources to join the dots between education and culture. We develop CPD and training for teachers, and share knowledge, expertise and opportunities across our network, acting as communicator, connector and relationship builder for our sector and the cultural education agenda.

History of MADE

MADE launched officially in March 2020 with teachers and cultural partners working hand-in-hand to develop a new cultural education programmes and strategy. Since then we have grown our networks, kept on-going relationships youth engagement and partnerships with schools to achieve our mission!

Want to find out loads more about more about MADE? Head to our website...

www.mademcr.org

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



We believe that the arts are for everyone. Arts and culture make and inspire our city we want to share the joy of creativity, through education and with young people to support creative futures and develop creative skills.

MADE's Values

Bold: direct, honest and open

Imaginative: curious and inquisitive

Respectful: welcoming of diversity and difference and addressing inequality

Self-reflective: prepared to learn from reflective conversations and evaluation and adopt change

Z-arts Values

welcoming

forward-thinking **inclusive**

engaging

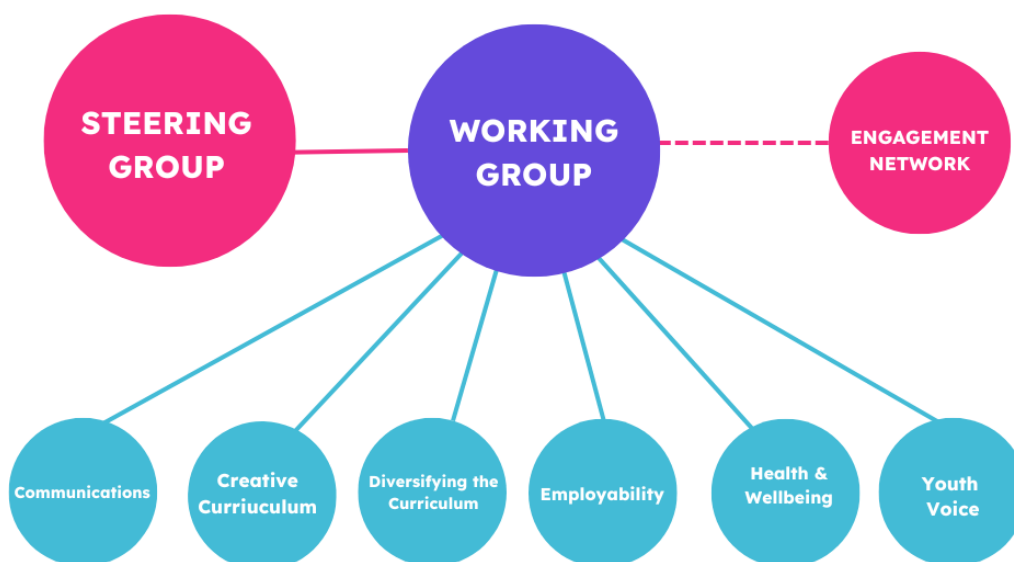
vibrant

fun

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

MADE are a small but supported team

MADE's team consists of just two staff, the MADE Project Manager and the MADE Administrator but do not fear, you are supported by a team of chairs and co-chairs, senior leaders, teachers and cultural partners who support MADE. We are a new but established organisation at 3 years old, and our growing network has 6 task groups. Each group has dedicated members of staff from other organisations who support MADE's strategic vision.



Task Groups



At MADE 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:

- 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

As the MADE office is within Z-arts team offices you will have access and get to be part to the subgroups

There are four sub-groups run by our staff 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

Our employees' 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** on the website. 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

What our young people say



Our youth board the Creative Influencers do their own amazing work to help develop and create ideas to improve arts and culture from a youth perspective. They meet monthly and workshop creative activities and projects that support their manifesto! We are working more and more to intergrate them into our strategic groups and have their voice more at the core of decison making. Here are some of their voices...

"I've always been obsessed with imagination, reading, books and bringing things to life and I found magic in that. The further I got into MADE and the more things I did with MADE it made my creative spark shine brighter"

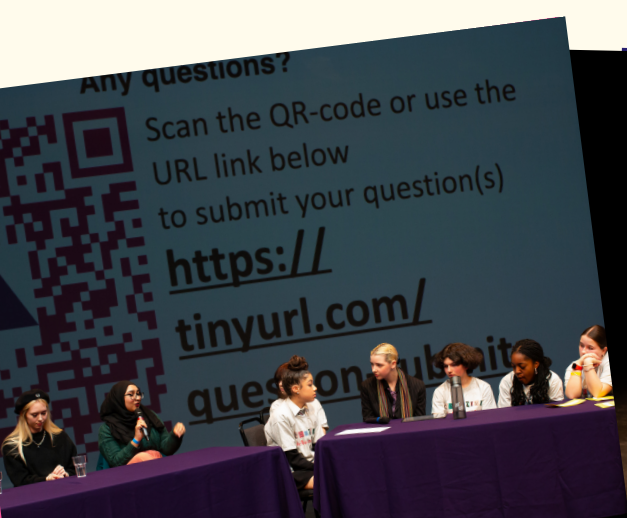
- Binish

"You are never too young. Never too young to have great ideas. Never too young to make a change. You are never too young! "We would like to ask what have the arts done for you... And what will you do for the arts?"

- Rosie

Whether it's acting dancing or drawing, the arts can bring out the best versions of ourselves."

- Lucy





ROLE OVERVIEW:

MADE is a positive, forward-thinking and relationship-building organisation, housed in the large Edwardian building of Z-arts. With a mission to challenge, change and support creative education, educators and young people through arts and culture partnerships training, CPD and more! MADE support several different task groups and projects often overlap and have varying timescales. Your job would be to support the administrative and communication aspects of these projects with support and direction from the project manager. Internal and external channels of digital communication will use clear processes and procedures, tailored to the task groups' needs, supporting different stakeholders and projects to be organised and informed. With 16 hours a week there is limited time to keep projects moving so splitting your hours across the week will make for better workflow and the ability to keep up the progress and keep on top of administration.

You will need to have an eagle eye on keeping the databases up to date, broadcasting emails and messages across communication channels and creating social and digital content, with support from the project manager on content ideas and strategies. You will have responsibility for the day-to-day scheduling of meetings, minute-taking and email liaison with partners, schools and MADE freelancers or stakeholders for events and workshops.

Ask us a question or call for a chat about the job.

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

Email: yemi@z-arts.org 0161 226 1912



MAIN AREAS OF RESPONSIBILITY:

1 Administration

- Working with MADE's Project Manager to create and update MADE documents, templates, and filing processes.
- Maintain and organise One Drive / Share Point, GoogleDrive and TEAMS shared folders.
- Act as the first point of contact for MADE, responding to day-to-day enquiries or fielding them to the project manager or appropriate team member.
- Update databases including Outlook group emails and spreadsheets in Teams.

2 Task groups

- Maintain communication with task group co-chairs to ensure projects run smoothly, reporting any issues to MADE's project manager
- Liaise with chairs to prepare agendas and send calendar invitations
- Schedule and host meetings on Zoom / Teams / in person, as appropriate
- Minute meetings
- Booking meeting rooms and catering where needed
- Maintain and update internal task group documentation – finance, project management tracking, evaluation forms etc.

3 Communications

- Support MADE's website, social media and blog by uploading content and writing copy in collaboration with the project manager.
- Assist in the creation of visual and digital resources, following MADE's brand templates and style guide.
- Support evaluation and research for projects and funding opportunities



4 General

- To understand, actively promote and adhere to Health & Safety legislation and Z-arts H&S Policy.
- To abide by Z-arts safeguarding policy.
- To work in accordance with all other policies and procedures at Z-arts and undertake any training as required by SMT or your line manager.

PERSON SPECIFICATION

Experience

- Excellent demonstrable skills in Microsoft Office & Excel.
- Excellent communication skills, both verbal and written.
- Strong organizational and time management skills.
- Excellent interpersonal skills and ability to work with a range of partners and stakeholders.
- Experience of working in a child-focused organisation or education setting.

Characteristics

- A high ability to work effectively with a wide range of stakeholders, understanding the communication needs of different people and sectors; to flourish in an environment that connects those networks.
- Ability to embed the language of joy, hope and inclusion in all aspects of your work.
- Self-motivated and enthusiastic about working in a creative education setting.
- Passionate about young people's and cultural education.

Desirable (Not essential)

- Experience using CMS systems (in particular Webflow).
- Experience using canva or other artwork design programmes.
- Understanding of education settings and administration.

How to apply

Please download and complete Part 1 and Part 2 of the application form.
If you'd rather make a video application for Part 2 of the application, please ensure it is no longer than 3 minutes.

As you fill in the application form, please explain how you think you meet the job description and person specification for the role. The information you provide will be used for the shortlisting process. It is important in your application to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining MADE.

You do not have to have previously undertaken all of the duties in the job description but you should tell us about your potential ability to do them.

**Please email completed applications to: paul@z-arts.org
by Thursday 15 June 2023 by 12pm**

We will contact you by email if you are shortlisted for an interview.

All job applicants will be contacted via email whether or not they have been shortlisted.

Ask us a question or call for a chat about the job.

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

Email: yemi@z-arts.org

Call: 0161 226 1912

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!

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