

Job Description: National Coordinator Culture, Health & Wellbeing Alliance (Maternity leave cover)

Salary: £35,420, full-time (Maternity leave cover)

Maternity cover: June to December 2023 (inclusive)

Application deadline: 5pm on Monday 24 April

This is primarily a remote working role but will require the postholder to work in Barnsley and South Yorkshire in the run-up to and throughout our national conference in October 2023.

[You can listen to this information as an audio file here](#)

Overview

The Culture, Health & Wellbeing Alliance (CHWA) is seeking a National Coordinator for maternity cover from June to December 2023.

CHWA is the national membership organisation for creative health. We use the term “creative health” to mean any arts or cultural activity that supports health or wellbeing. Our main roles as an organisation are: advocating for creative health, supporting networks for creative and cultural workers and partners in health and social care, and building resources to help make this work more possible. We don't provide creative activities that support health and wellbeing ourselves - instead we support other people who do.

Key duties

The National Coordinator works closely with the Executive Director to support all aspects of our work as an Investment Principles Support Organisation (IPSO) funded by Arts Council England from 2023-6.

The National Coordinator works to understand and respond to the sector's emerging priorities; they play a leadership role in connecting the Alliance's work to grassroots practice and lived experience; and feeding this into strategic decision-making with the Board of Directors.

During this maternity cover the main tasks will be:

1. Coordination of CHWA national conference:

CHWA's National Conference will be held in October 2023 based on planning undertaken since late 2022 with the Exec Director and an established working group. The National Coordinator will be responsible for ensuring the event aligns with CHWA's values: to be collaborative, caring, inclusive and committed to positive social change.

Amongst other things, this will mean delivering a welcoming, accessible and caring event; maintaining excellent communication with the delegates, speakers and performers; and ensuring prompt and fair payments.

The event management will also include:

- Risk assessment
- Coordinating the working group
- Managing temporary staff and volunteers
- Fundraising (with support from the development officer)
- Marketing the event
- Managing the ticketing process including application processes for bursaries
- Managing all logistics from contracts to travel and accommodation
- Controlling budgets and payments in liaison with CHWA's finance officer

The conference will involve between 250 and 350 people all together.

The National Coordinator may also need to manage smaller in-person or online events throughout their contract, probably in partnership with other organisations.

2. Supporting a network of regional champions (15-20 members). This includes

- developing a new leadership programme with the regional champions and LENS champions
- providing developmental support to the group
- managing stepping-down and elections of new regional champions (this may happen in one or two regions during this period)
- managing a budget for regional use
- mentoring and supporting individual champions
- logistical and design support for regional events and meetings
- working with the Executive Director to manage group meetings and develop the regional programme

3. Supporting the development of the LENS (lived experience) steering group (15-20 members). This includes

- mentoring and supporting individual members
- arranging and managing steering group meetings

- providing developmental support to the group
- managing external contractors working with the LENS
- managing a restricted fund and payments for the LENS in liaison with the Finance Officer

We are currently seeking funding for a Development Manager for the LENS. If we are successful, this aspect of the job will be transferred to this new post.

4. The role will also involve

- Supporting the organisation's fundraising and development
- Maintaining and developing CHWA's website and bulletin in response to emerging sector needs
- Supporting meetings with the Board, stakeholder groups or external partners
- Responding to a range of queries to the organisation
- Representing CHWA at national, regional and local meetings
- Public speaking on CHWA's behalf

Person specification

We always aim to be collaborative; caring; inclusive; and committed to positive social change. These are our values as an organisation and it's essential you feel comfortable with this, and that you feel you can work in this way.

We also consider the following to be essential for this role:

- Experience of collaborative leadership and / or coproduction
- Flexibility and willingness to listen and learn
- Diplomacy
- Good, proactive communication skills
- Attention to detail, persistence and patience
- Experience of working with a wide range of people and groups with a variety of professional and lived experiences
- Knowledge and/or experience of working with creative health
- Experience of managing multiple projects/work-streams simultaneously
- Experience of event management
- Experience managing budgets

We are interested in hearing about transferable skills as well as direct experience of any of the above.

Salary & contract

The salary is £35,420 per annum. This is a six-month contract running from June to December 2023. The postholder will be paid monthly by BACS. CHWA will be responsible for paying Tax and NI when due. The postholder will be eligible for the Nest pension scheme.

[Access, place of work, and working hours](#)

This is primarily a remote-working role, with irregular in-person meetings and events. CHWA doesn't have an office. The postholder will however need to work in Barnsley itself preparing for and hosting the conference in October 2023. This is a full-time role. We're happy to explore flexible working arrangements, including compressed time or annualised hours. We are ready to adapt our working processes in discussion with applicants; please let us know about any access needs we can support.

[Expenses](#)

CHWA will reimburse reasonable travel and subsistence expenses on the basis of agreement prior to travel.

[How to apply](#)

We would like to receive a CV and covering information explaining why you think you would be suitable for the role, referring to the Key Duties and Person Specification outlined above. Your covering information can be submitted as an email, an audio recording or a video recording as you prefer. We would prefer a written CV, but if this is not possible for any reason, please let us know and we can adapt accordingly.

Please tell us about any access needs we can meet to support your application process. We'd also appreciate it if you could click on this link and fill out [this Equality, Diversity & Representation form](#) when you apply. This form is anonymous and we won't be able to connect it with your application, but it helps us assess whether we are reaching a wide pool of candidates. If the link doesn't work for you let us know and we will find an alternative.

When you apply, please let us know whether you would be able to attend an interview on Friday 5 May, online. (We may be able to hold interviews during the evening if that's easier for you.) If you can't make those dates and are shortlisted for the role, we will aim to find another mutually convenient time.

We will send questions in advance, and let you know who will be on the interview panel.

We are committed to ensuring our organisation is as diverse and representative as possible and are using the [IncArts Unlock tool](#) to support this recruitment process. We particularly want to encourage applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, or who are from less affluent socioeconomic backgrounds.

Email: info@culturehealthandwellbeing.org.uk