



A: About us

Magic Me is the UK's leading provider of intergenerational arts projects. We bring together younger and older people in our local community of Tower Hamlets, and other London boroughs, for mutual learning, enjoyment and benefit. Our pool of 20 freelance artists design, lead and evaluate high quality projects using the performing, visual, media and literary arts. Last year 550 individuals participated, including 220 volunteers.

Each week we run a busy programme of intergenerational arts workshops in schools, older people's centres and cultural venues, many leading to public performances and exhibitions. Each month our highly successful *Cocktails in Care Homes* project runs 7 evening parties, hosted by our volunteers. Our *Go and See* programme organises monthly cinema trips and cultural outings across London for our older members. All our activities are run in partnership with other organisations, large and small.

We are a learning organisation, keen to build on our existing best practice, through ongoing reflection, our Continuing Professional Development programme for our freelance artists and research projects, in partnership with Queen Mary and Goldsmiths, University of London. Learning is shared; last year 8,000 people downloaded our research reports and our staff and artists presented at conferences across the country.

Magic Me is a registered charity with a broad funding base and an annual turnover of around £270,000. Support comes from public, private and voluntary sources, including a growing group of individual donors and fundraisers.

B: About this role

Clea House, Volunteer and Development Manager at Magic Me, who leads our *Cocktails in Care Homes* project is going on maternity leave on 1 March 2015. Ellie Watmough, our current Programme Assistant, will take over the management of *Cocktails* and other work, while Clea is away.

We are therefore now recruiting for a new Programme Assistant on a Fixed Term Contract, to work from 1 March 2015 until 18 December 2015.

In 2015, confirmed Magic Me projects include:

- *Rooms with a View*, an ambitious collaboration with local secondary schools, older people and community partners, leading to a performance piece which will invite its audience to visit the many rooms of one building, hearing and seeing contradictory and complimentary narratives. Performances on the theme of Shelter will take place in a specially created space, potentially designed by a Punchdrunk designer, over three days in Autumn 2015.
- Artists' residencies in care homes for older people, working with the multi-generational communities of residents, staff, families and visitors. Residencies will be undertaken by four leading arts partners, working in partnership with Magic Me and Anchor, England's largest not-for-profit care provider.



C: JOB DESCRIPTION

JOB PURPOSE:

To enable the smooth running of Magic Me's programme and activities, through providing administrative and practical support for artists, staff and volunteers working on the programme, and the people who participate.

The post-holder will work across Magic Me's programme including: our intergenerational arts projects, the *Cocktails in Care Homes* project, all volunteering activity and many other one-off events and activities.

MAIN AREAS OF RESPONSIBILITY & DUTIES:

Supporting Magic Me projects, participants and volunteers

- Assist with recruitment and support of volunteers and project participants including:
 - Supporting the writing, design, production and distribution of flyers or information to local venues, networks and partners;
 - Using social media & networking to build the Magic Me 'family'
 - Contacting young or older participants and volunteers directly by phone, email, letter or social media.
- To support the ongoing participation of young and older people in practical ways e.g. booking mini-cabs to sessions, handling petty cash to reimburse travel costs.
- To provide practical support to Magic Me artists running workshop sessions or activities by:
 - researching, sourcing and organising delivery or pick up of materials and equipment; organising refreshments.
 - supporting participants to complete registration forms, etc.
 - encouraging and supporting less confident people to participate.
- To build good working relationships with volunteers and participants, encouraging them to share their interests, ideas and skills, contributing to project aims and to their participation or volunteering.
- To co-ordinate meetings between those involved in projects, for example staff working in care homes, schools, older people's centres with Magic Me staff, artists and volunteers. To organise times, dates and venues, circulate papers, take notes of decisions and follow up on action points.

Supporting Magic Me volunteers and volunteering within the organisation

- To support the recruitment of volunteers, through liaising with local volunteer agencies, media, employers, etc to circulate information and engage their support to publicise volunteer opportunities.
- To work with Project Managers to book, publicise and co-ordinate volunteer meetings, induction and training events including: sending out invitations and logging

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Programme Assistant (Fixed Term Contract - Maternity Cover)**



RSVPs; buying and organising refreshments; booking rooms; setting up and clearing up spaces, equipment and materials.

- To support the delivery of induction, training and follow up sessions for volunteers.

Cocktails in Care Homes project

- To take the Party Organiser role at one *Cocktails in Care Homes* party each month: liaising with the care home's Activities Organiser or other designated member of staff; taking responsibility for the smooth running of the event; overseeing a team of volunteers; ensuring activities operate within the agreed protocols.
- To liaise by phone or email with Activities Organisers in all care homes to make day-to-day practical arrangements for parties, delivery of materials, refreshments etc.
- To research and shop on-line or locally for best value materials, refreshments and equipment, and to seek donations of goods where appropriate.
- To support the setting up of parties in new homes by; collecting and collating residents preferences r.e. music, drinks etc; adapting template posters and invitations to promote the parties; getting to know the local area, being aware of context for residents & volunteers, and supporting conversation with them.

Record keeping and organisation of data

- To maintain an up-to-date database of all current *Cocktails in Care Homes* volunteers and other project volunteers including:
 - Organising and chasing volunteers to complete appropriate paperwork.
 - Liaising with partner organisations and care homes, Magic Me artists or Party Organisers to organise completion of photo permission forms for participants and any attending family and staff.
 - In addition, logging corporate volunteers and any extra data as agreed with each corporate partner.
- To ensure that a register is compiled for each *Cocktails* party, induction session or project workshop, and to chase up colleagues until register is complete.
- To create from the database, as required for practical use or to report to funders, a directory of current volunteers for each party or project, a report of hours volunteered, monitoring reports, etc.
- To be proactive in developing better, smoother systems to support a growing project and volunteer pool, writing and using checklists for monthly or regular tasks.
- To support the measurement of the benefits and impact of project activities, through the systematic collection and organisation of qualitative data eg. quotes, feedback, anecdotes.

Publicity and events

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- To support the preparation and organisation of performances, exhibitions and other events such as the Magic Me AGM Annual Celebration.

Office and admin

- Provide general clerical and admin support for the projects, for promoting Magic Me's work and fundraising, via word-processing, filing, photo-copying, mail-outs, using email, social media and Magic Me's website.
- To download, label and file digital photographs and videos and manage the project photo library.

General

- To be aware of and work within Magic Me's Policies and Procedures including: Equal Opportunities; Health and Safety; Safeguarding of Children; Safeguarding of Vulnerable Adults; Volunteering; and Use of Photographs.
- To work in a collaborative way with colleagues from Magic Me or our partner agencies to provide an efficient, appropriate and high quality service to our partners and participants.
- To undertake, from time to time, other tasks which may be reasonably required of you.



D: PERSON SPECIFICATION

Essential

- Experience of assisting on projects in the voluntary sector, arts, education or other relevant field.
- Experience of working directly with younger and older people in a relevant role.
- Excellent communication skills in both verbal and written English.
- Ability to deal with all types of people at different levels.
- To demonstrate tact, diplomacy and the ability to deal appropriately with confidential information.
- An understanding of equal opportunities and proven experience of working within a culturally diverse community.
- Proven organisational and administrative skills.
- Resourcefulness, confidence and flexibility.
- Ability to prioritise own workload and meet competing deadlines.
- Ability to work independently and as part of a team.
- Ability to present, communicating clearly and accurately at appropriate audience level.
- Proficient in all Microsoft Office software, and in popular social media.
- Ability to enter simple formulas and sort data in Excel.
- An eye for detail and an understanding of the need for accuracy.
- To demonstrate a passion for community arts.

Desirable

- Experience of events organisation.
- Some experience of fundraising.

Important Note

Because we work with children and vulnerable adults, it is Magic Me's policy to run a DBS (Disclosure and Barring Service) Enhanced check on all new staff and volunteers. This check will search for any relevant criminal record.



E: PRACTICAL INFORMATION

The Programme Assistant will report to the General Manager of Magic Me, and work directly to other staff who manage projects.

The post will be based at our office at 18 Victoria Park Square, Bethnal Green, London. Frequent travel locally and around London will be part of the role. Travel costs incurred on behalf of Magic Me will be covered, but not travel to work, to and from home.

Salary: £20,000 per annum.

Hours: 35 hours per week.

The normal office hours are 9.30am – 5.30pm however this role will involve some regular evening work. No overtime is possible, but Time Off In Lieu can be taken. A schedule of working hours will be agreed with the post holder at least one month in advance.

Annual leave: 25 days per year plus statutory holidays.

Probationary period: 3 months

Notice period: 1 month

The postholder will work regularly with children and vulnerable adults, a satisfactory Enhanced DBS (Disclosure and Barring Service) check is therefore required.

The postholder must already have the right to work in the UK. By law, we are required to check the eligibility of candidates to work in the UK before offering anyone a job. Proof of eligibility to work in the UK will be required before a post is confirmed.

F: HOW TO APPLY

To apply for the post of Programme Assistant (Fixed Term Maternity Contract), please complete 1) the application form, 2) contact information form and 3) equal opportunities form, which are available to download from our website, www.magicme.co.uk If you cannot access these items, please call 020 3222 6064.

Please submit all 3 documents in one email to recruitment@magicme.co.uk or by post to Sarah Dean, General Manager, Magic Me, 18 Victoria Park Square, London E2 9PF.

Please note CV's will not be accepted.

Deadline for applications: 9am, Thursday 29 January 2015. We will not be able to consider applications received after this deadline.

Interviews: Tuesday 10th February 2015