

Hello,

Thank you for your interest in applying for the role of **Project Facilitator for The Bluecoat: A Cultural Heritage for Liverpool**.

This project, supported by the National Lottery Heritage Fund, will research and test how Liverpool's contemporary arts centre can become more resilient by growing its work with communities and audiences in relation to the evolving heritage story of the Bluecoat building, which dates from 1717. We want to play a more crucial role in telling the story of Liverpool and its cultural histories.

The Bluecoat has a well respected and long established participation programme that includes the groundbreaking Blue Room inclusive arts programme supporting learning disabled artists to engage with creativity and build careers in the sector.

Our organisation is committed to reaching new audiences and engaging with as wide a range of people as possible by exploring our heritage and that of the city. As a key link to local communities, the Project Facilitator will be crucial to this.

They will engage with young people, children and families, particularly those for whom the arts are a barrier, through workshops taking in a range of art forms including printmaking, performance, storytelling and working with our archive.

The ideal candidate will have both experience of working with our target groups, especially teenagers, and a passion for heritage and history. We are looking for an empowering individual, a creative thinker, with an eye for detail and great organisational and interpersonal skills, someone who can sensitively encourage participants to tell their stories and grow their own skills in the process.

The Bluecoat acknowledges that its current workforce does not reflect the cultural and ethnic make-up of our audience, and we therefore welcome applications from candidates from as diverse a range of backgrounds as possible, who meet the required criteria. The role specification, together with the essential and desirable skills needed, are below.

This job pack provides further background on the Bluecoat and there are also contact details below if you would like more information.

We hope this role will be for you! The Bluecoat is committed to finding the very best people to join our organisation as we grow and adapt to an ever changing world. Key to this is to tackle barriers that might prevent applications from the widest possible reach. Please get in touch if you want to discuss other formats for applying for this role or if you need support with the application process.

Best wishes

Betty Ritchie, Participation Manager: Children and Families.  
betty.r@thebluecoat.org.uk 0151 702 5324

In this job pack you will find:

1. About the Role
2. How to Apply
3. About Bluecoat
4. Job Description and Person Specification
5. Further information

## 1. About the Role

**Job Title:** Project Facilitator, The Bluecoat: A Cultural Heritage for Liverpool.

**Salary:** Full time equivalent of £23,567 pro rata per annum. An additional pot of hours are available to use during very busy periods in the project.

**Contract:** Fixed term for 10 months

**Hours Per Week:** 15 hours per week, 10 months, ideally 1 April 2024 - 31 January 2025.

The purpose of this role is to help deliver the participation elements of a project being undertaken by the Bluecoat, Liverpool's contemporary arts centre, titled The Bluecoat: A Cultural Heritage for Liverpool. This will research and test how the Bluecoat can become financially resilient, capitalising on opportunities for growth and bringing its building's heritage to the fore as we adopt a more prominent role in telling Liverpool's cultural story.

As we work towards the centenary in 2027 of the founding of the Bluecoat Society of Arts and establishment of the UK's first arts centre, we want to ensure that our spaces and programmes are accessible and engaging for a wide, diverse range of audiences, and that our visitor experience highlights our unique heritage as a key part of the Bluecoat offer.

The Project Facilitator will be working on the Programme Development strand of this project, whose other strands are: Audience Development, Archive Strategy, Commercial Strategy, and Scoping Public Areas.

Integral to this work is developing closer and new relationships with audiences and identifying themes and ideas that will inform our programme and strategies over the coming years. We want to explore how we can meaningfully engage with groups that are under- or unrepresented within our current visitor demographic.



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## 2. How to Apply

You can apply for this role using the **Application Form** and **Equal Opportunities Monitoring Form** only. We will not accept CVs.

**Either** 1) submit both these forms (in Word or Google Document format) by email to [recruitment@thebluecoat.org.uk](mailto:recruitment@thebluecoat.org.uk) with the subject line "Project Facilitator, The Bluecoat: A Cultural Heritage for Liverpool."

Or 2) send both completed forms by post to:  
Recruitment, Bluecoat, School Lane, Liverpool L1 3BX

**Closing date for applications: Monday 18 March, 5pm**

**Interviews: Week commencing Monday 25 March**

Please read the Job Description and Person Specification carefully before starting your application.

After shortlisting against essential and desirable criteria detailed in the person specification, shortlisted candidates will be invited to interview. Questions will be provided in advance. You will also be asked to respond to a scenario-based question that will not be shared in advance.

## 3. About Bluecoat

### Background

The Bluecoat is Liverpool's centre for the contemporary arts housed in a Grade I listed building. Our location, the heritage of our building and our hospitality business help attract an audience that is diverse in age, gender, disability, ethnicity and socio-economic background. We host a regular programme of exhibitions, live events, workshops and discussions covering a range of art forms including visual art, music, dance and literature. We run a participation programme targeted at people who might otherwise face barriers to engagement in the arts. Alongside this offer, the Bluecoat is also home to a community of creative retailers, arts organisations and working artists, and has a popular cafe and garden.



## History

The oldest building in Liverpool city centre, the Bluecoat has a fascinating history, starting life as a church charity school for orphans 300 years ago. The school moved to the suburb of Wavertree in 1906 and the building has been an arts centre, the first in the UK, ever since, formally established in 1927.

The Bluecoat's eighteenth-century origins are entwined with Liverpool's growth as a port, when many merchants supported the school with funds derived from maritime trade, including transatlantic slavery. The arts centre continues to interrogate this and other colonial histories through exhibitions, events, academic partnerships, research, publications and participation projects, working with artists, academics and communities.

The Bluecoat has always played a major part in Liverpool's cultural life, from hosting the likes of Picasso and Stravinsky during the early twentieth century, to developing relationships with artists from Yoko Ono to Sonia Boyce. Its public programmes have attracted national acclaim for hosting leading figures from the arts and entertainment worlds while nurturing new talent locally. Surviving wartime bombs and turbulent political and economic times, the Bluecoat remains a symbol of Liverpool's resilience and creativity.

For more on Bluecoat's history visit the library section on our website:  
[www.thebluecoat.org.uk/library](http://www.thebluecoat.org.uk/library)

## Vision

The organisation is entering an exciting period of change. We have recently finalised a new ten year strategy which outlines our ambition to provide a space for the public to experience and participate in the contemporary arts in new and exciting ways while nurturing and supporting creativity in the artists we work with.

## Brand

Bluecoat has recently undergone a rebranding process resulting in four new brand pillars, a new communications principle, new visual identity and tone of voice. The four pillars each represent a priority area for the Bluecoat over the coming years - not necessarily where we are as an organisation, but where we are heading:

### 1. Breaking new ground

Bluecoat is Liverpool's contemporary arts centre - the first, the original. A place defined by 100 years of radical thought and creative reinvention. An independent arts centre that continues to nurture artistic talent and break new ground. Part of Liverpool's past, key to its future. Liverpool has the fastest growing city centre population in the UK, growing 181% between 2002-2015.

### 2. Unlocking the creative process

Bluecoat brings people into the heart of the creative process, creating new opportunities for individuals and communities to interact with artists as they work. A place not just to look at but to engage with art.

### 3. Inspiring curiosity

Bluecoat is a creative playground, a supportive space in which to unearth new ideas and embrace something out of the ordinary. It is a place that sets out to inspire: here, you can make, debate, and participate in new and unexpected ways.

### 4. Purposefully inclusive

Bluecoat is an inclusive home for artists and creative practitioners. A place that sees potential in many voices under one roof. A platform for artists with different viewpoints and from backgrounds under-represented in the sector. Here, artists can find their voice and share their work with a wider and more diverse public.

## Equal opportunities

Bluecoat is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. Bluecoat is an equal opportunities employer and will provide reasonable support throughout the recruitment process to applicants who have a disability.

## 4. Job Description : Main Responsibilities & Person Specification

**Job Title:** Project Facilitator

<b>Responsible to</b>	Children and Families Programme Manager
<b>Main purpose of job:</b>	To coordinate and deliver a series of workshops and public events relating to the Bluecoat's heritage, as part of our project <i>The Bluecoat: A Cultural Heritage for Liverpool</i> . This is a newly created fixed term contract working in a Project Team set up to deliver this project.
<b>Location</b>	At the Bluecoat, with some of the work taking place offsite with participant groups in schools and communities.
<b>About the Team:</b>	The Project Team will comprise of staff already working in the Bluecoats Programme, Participation and Cultural Legacies teams and an externally appointed Curatorial Adviser. The participatory elements of the Project will engage with three distinct groups: primary aged children and their families; young people and teenagers aged 16-25; and young learning disabled people aged 16-25. The Project Facilitator will be responsible for work with primary aged children and their families and young people and teenagers but also work closely with a member of our team who specialises in work with learning disabled people through our inclusive arts programme Blue Room.
<b>Internal communication</b>	Project Team; Participation & Programme Teams (responsible for all engagement activities including families, young people and other workshop groups); Programme Team (exhibitions, performances and other arts activities); Project Lead, who is Bluecoat's Director of Cultural Legacies (archive, heritage specialism); Technical Team (exhibition installation and event tech); Communications and Marketing Team (press, social media, print, communications); Front of House and Venue Staff (day to day running of building and visitor greeting); Finance Team (budgets, payments); Project Steering Group (advisory support group)
<b>External communication</b>	Project participants; community organisations, members of the public; artists

<b>Budget responsibility</b>	You will manage a project budget with the support of the Participation Managers and Head of Participation.
<b>Responsible for:</b>	This role has a number of direct reports: Head Chef, Catering Operations Manager, Duty Managers & Event Sales Executive.
<b>Hours of work</b>	15 hours per week, plus 40 floating hours. Project Hours are split across seven days and will include at least one weekend working day per week plus evenings and weekends during busy times of delivery.
<b>Location</b>	Bluecoat Liverpool L1 3BX
<b>Salary</b>	Full time equivalent: £23,576.70 pro rata, per annum, part-time. Budget is available for additional hours during very busy periods in the project.
<b>Contract Type</b>	10 months fixed term (three month probationary period)
<b>Holidays</b>	11 days in total (13.2 days per annum pro rata, inclusive of Bank Holidays). As this is a short project that will require the consistent leadership of the Project Facilitator, holidays will need to be taken around project delivery where possible.

## MAIN RESPONSIBILITIES

### Safeguarding:

- Ensure all appropriate safeguarding arrangements are in place to support project colleagues, staff and participants, in line with the Bluecoat's Safeguarding Policy and procedures, working with partners to ensure clear lines of reporting are identified. You will be required to have an enhanced DBS check.

### Project Delivery:

- Supported by the Bluecoat's existing Participation team you will deliver an existing workshop programme for primary aged children aged 7-11 and young people aged 16-25.
- Devise and deliver a programme of regular workshops, discussions and research sessions with these participant groups, the main focus of which will be the Bluecoat's 300-year heritage. Workshop activities might include poetry/writing, storytelling, printmaking and performance, with input from external artists and access to the Bluecoat's archive.
- From these sessions, develop a co-curated public programme. This programme could include, for example, talks by invited speakers, archive exhibitions, and performances of poetry, music etc.
- Document and capture the project for monitoring and evaluation, sharing, safeguarding and reporting purposes. Support the information sharing about the project to relevant channels.
- Liaise with the Project's Team to ensure the programmes and activities delivered engage with the project's target audiences.

### Budget Management:

- Manage the budget allocated to this area of the Programme Development strand, which will include fees for artists, materials, travel, staffing and hospitality.

### Evaluation and Reporting:

- Attend and report to monthly Project Team meetings, held on a Monday.
- Contribute to the evaluation of the Programme Development participation activities, providing data that will inform impacts and outcomes as well as assess the success of the workshop methodology and rationale of the public programmes.

### General:



- Carry out all duties with full regard to the Bluecoat's equal opportunities, safeguarding, race equality, environmental and other policies.

## PERSON SPECIFICATION

### **Please read this section before starting your application.**

Please read this before starting your application. All these criteria are important, but those headed Essential are the most important requirements. Please make sure you give examples of how you meet these when writing your application. Those marked Desirable should be referred to if you have them.

Your application will be scored on the criteria in the person specification, and the more criteria you can demonstrate through examples will increase your score. This will determine whether you are invited to interview. If invited to interview stage your suitability for the job based on these competencies will be assessed further.

### **Skills and Experience**

#### **Essential**

- Demonstrable experience of developing and delivering projects.
- Demonstrable experience of working directly with young people (16-25), primary aged children and families.
- Demonstrable experience of budget planning and monitoring.
- Effective written and verbal communication skills, with the ability to convey information with clarity, in accessible formats appropriate to the needs of individual young people, partner organisations and the wider public.
- Demonstrable experience of strong report writing skills, e.g. project summaries.

- Understanding of different learning styles and the ability to differentiate activities appropriately in order to engage people inclusively.
- Computer literate, with proficiency in word processing, spreadsheets, internet and social media.
- The ability to work on own initiative as well as collaboratively in a team.
- The ability to work under pressure.
- Outstanding organisation and time management skills, including an ability to manage and store documentation systematically.
- Demonstrable strong and effective administration skills.

### **Desirable**

- Demonstrable experience of developing and delivering projects in an arts/heritage context.
- Demonstrable experience of working directly with young people, children and families in a participatory arts/heritage context.
- Demonstrable experience of monitoring and evaluating projects.

### **Qualifications, knowledge and understanding**

#### **Essential**

- Knowledge of current debates around creative arts and heritage engagement with communities.
- An understanding of colonial histories, and their particular legacies in Liverpool in relation to this project's target audiences, which include people who have experienced racism and children and families from low-engagement neighbourhoods.
- A willingness to undergo an enhanced DBS check and training as necessary.
- Experience of building strong relationships with new stakeholders.

#### **Desirable**

- Knowledge of contemporary visual and other art forms.
- An enthusiasm for making archives more accessible.
- A working knowledge of the process of risk assessment.
- Familiarity with current safeguarding legislation and good practice relating to the arts and heritage.

- A first aid qualification

## **Values and behaviours**

### **Essential**

- A supportive and empowering facilitation style and approach to working with participants that inspires creative responses and facilitates creative thinking.
- A positive attitude to tackling challenges.
- An honest and open approach to internal communication.
- A genuine commitment to the principles of equal opportunity, inclusion and diversity.
- A commitment to broadening access to heritage and the contemporary arts, bringing them alive to new people through exceptional experiences.
- A sustainable approach to developing and delivering projects which take into account reuse, recycle and repurposing where possible and minimising the carbon footprint of our work.

## **Further information**

For more information about Bluecoat, visit our website [thebluecoat.org.uk](http://thebluecoat.org.uk)

Have a look at our social platforms:

Facebook: [facebook.com/theBluecoat](https://facebook.com/theBluecoat)

Twitter: [@thebluecoat](https://twitter.com/thebluecoat)

Instagram: [@the\\_bluecoat](https://www.instagram.com/the_bluecoat)

We look forward to receiving your application.