



ARVON

Learning Coordinator

Information Pack

July 2019



29 July 2019

Dear Applicant

Thank you for your interest in applying to be the new Learning Coordinator at Arvon.

Arvon is the UK's leading creative writing charity. We produce an annual programme of residential creative writing courses at three historic houses: in Shropshire, Devon and Yorkshire. Tutored by leading authors, the courses offer a powerful mix of workshops and individual tutorials, with time and space to write, free from the distractions of everyday life. We offer a home for the imagination, where anyone, regardless of writing experience, can step away from their normal routine, immerse themselves in the creative process, be inspired by experienced writers and release their imaginative potential. A model of excellence, Arvon has been described by former Poet Laureate Dame Carol Ann Duffy as 'the single most important organisation for sharing and exploring creative writing in the UK'.

Arvon's Learning programme, which accounts for a third of our residential weeks, is run in partnership with schools and arts and community groups, including those working with vulnerable and marginalised young people and adults. We consider this work, offering those who might not otherwise have a chance to experience the life-changing effects of creative engagement and self-expression, to be a vital part of our mission.

We are looking for a confident and self-motivated Learning Coordinator to join Arvon's team. The role is an exciting opportunity to work with us to develop the quality of our practice and increase the reach and diversity of our programme into the future. The Learning Coordinator will report to the Head of Learning and work closely with colleagues in the Development and Communications teams.

The documents accompanying this letter give you more information about the activities of the organisation. You are also strongly advised to visit our [website](#).

In the Information Pack you will find:

1. Job Description and Person Specification
2. Details of how to apply and the timetable
3. Arvon staff organisation chart
4. Arvon's vision and values

We warmly welcome applications from individuals who are from groups that are under-represented in the arts sector. If you have any questions about the role or the organisation, please call Joe Bibby, Head of Learning, on 020 7324 2562 or email joe.bibby@arvon.org

Applications, consisting of a completed Application Form, Equal Opportunities Monitoring Form and Criminal Record Form, an up-to-date CV and a personal statement, should be sent to Yvette Blackwood at yvette.blackwood@arvon.org by 5pm on **Tuesday 27 August**. We will be holding interviews on **Friday 6 September**.

We look forward to hearing from you.
With best wishes

Andrew Kidd
Chief Executive and Artistic Director



Job Description and Person Specification

Job title: Learning Coordinator

Reports to: Head of Learning

Location: The post-holder will be expected to work primarily in Arvon's National Office, Free Word, Farringdon, London EC1R 3GA

Salary: £28,000 – £29,000 per annum

Hours: This is a full-time post, based on 37.5 hours per week. There is no paid overtime. Occasional evening and weekend work is required (compensated with TOIL). You will be expected to travel within the UK to visit our centres from time to time.

Purpose of the role:

- To work with the Head of Learning on the administration and coordination of Arvon's Learning programme, to meet Arvon's vision and charitable purpose

Main duties:

Administration and Coordination

- Support the Head of Learning to implement the learning strategy across Arvon
- Assist in the coordination of the programme of learning activities across Arvon
- Manage school and group bookings and liaison with teachers, group leaders and partners
- Administer contractual arrangements with writers, participating schools and organisations, in line with current practice
- Work with the Head of Learning to develop policies and best practice for Arvon staff and tutors
- Assist in the organisation, preparation and hosting of events at Free Word and other venues
- Work closely with Development team colleagues to provide information on our projects for funding applications
- Assist in the production of evaluation material to monitor Arvon's impact across the learning programme
- Administer project budgets, ensuring all work is delivered effectively within budget constraints, in line with Arvon's financial administration and reporting requirements and as directed by the Head of Learning

Partnerships and Project Management

- Ensure the efficient coordination of programmes, project managing key projects, and contracting and supporting freelancers
- Project manage a range of partnership projects, including schools and group residential projects, occasional city courses and workshops
- Develop partnerships and collaborations with as wide a range of organisations as is appropriate to support the implementation of our strategy
- Play an active role in involving young people, and the professionals who work with them (including teachers, writers and a range of partners) in the development and co-design of the programme
- Represent Arvon at events, conferences and meetings, advocating the importance of Arvon's work and the role of arts learning
- Co-ordinate work placements at Arvon and other work-based learning opportunities for young people

Communications and Advocacy

- Work closely with the Head of Communications and Digital and the Communications and Digital Officer to support in the development of marketing materials and their distribution to schools and groups
- Work with communications colleagues to maintain and administer Learning pages on Arvon's website, create and distribute e-newsletters and advocate for our work on social networks
- Assist in the production and dissemination of resource materials to support Arvon's work

General

- Be prepared to offer other administrative support as required to the team
- Play an active role in full team meetings, which may sometimes take place at Arvon's Centres outside London, and at weekends
- Ensure appropriate record keeping and systems for manual and electronic filing, database information and archiving
- Attend Learning team and Arvon staff meetings as required
- Work with colleagues and partners to ensure that Arvon's policies are observed in every area of the work i.e. Equality and Diversity, Health and Safety, Data Protection, Safeguarding and Environmental policies
- Maintain and develop personal and professional skills and knowledge through appropriate learning and development
- All other reasonable tasks at a level appropriate to the post

PERSON SPECIFICATION

Skills and experience:

Essential

- Experience of administration and project management
- Experience of coordinating education, participation or arts learning programmes
- Excellent organisational abilities and prioritisation skills
- A high level of personal, oral and written communication skills
- Excellent attention to detail
- Experience of using digital / social media
- Excellent IT skills and experience with Word, Excel and Outlook
- Self-motivated and pro-active
- Enthusiastic and able to take the initiative and work as part of a small team
- Strong commitment to promoting diversity within the arts
- Strong interest in writing, literature and literature development
- Strong commitment to Arvon's organisational aims and values
- Willingness to occasionally travel to Arvon centres overnight and to occasionally work evenings and/or weekends

Desirable

- Two years' experience of project-managing education, participation or arts learning programmes
- Experience of working with schools
- Experience of working with a wide range of groups, including vulnerable and marginalised young people and/or adults
- Experience of working with CRM databases or similar information technology

Arvon is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. Arvon expects board members, managers, employees and contractors to ensure that every individual with whom we come into contact is treated with dignity and respect.

Additional terms and conditions

Holiday: 25 days per annum, plus Bank Holidays

Pension: 5% employer contribution, minimum 3% employee contribution

Probation period: 3 months

How to apply and timetable

How to apply: please send your completed application form and CV together with a personal statement (1000 words max) explaining why you are interested, how you meet the Person Specification and what you will bring to the position of Learning Coordinator for Arvon to Yvette Blackwood, National Administrator, at yvette.blackwood@arvon.org, or by post addressed to:

Yvette Blackwood
Arvon
Free Word
60 Farringdon Road
London
EC1R 3GA

Please also submit a completed Equal Opportunities Monitoring Form and Criminal Record Form.

Recruitment timetable: Please ensure that you will be able to meet the application deadline and date for interview. If you have any concerns about this, please do let us know:

- **Tuesday 27 August, 5pm:** closing date for applications.
- **Friday 6 September:** interviews at Arvon.

We look forward to hearing from you and to receiving your application.



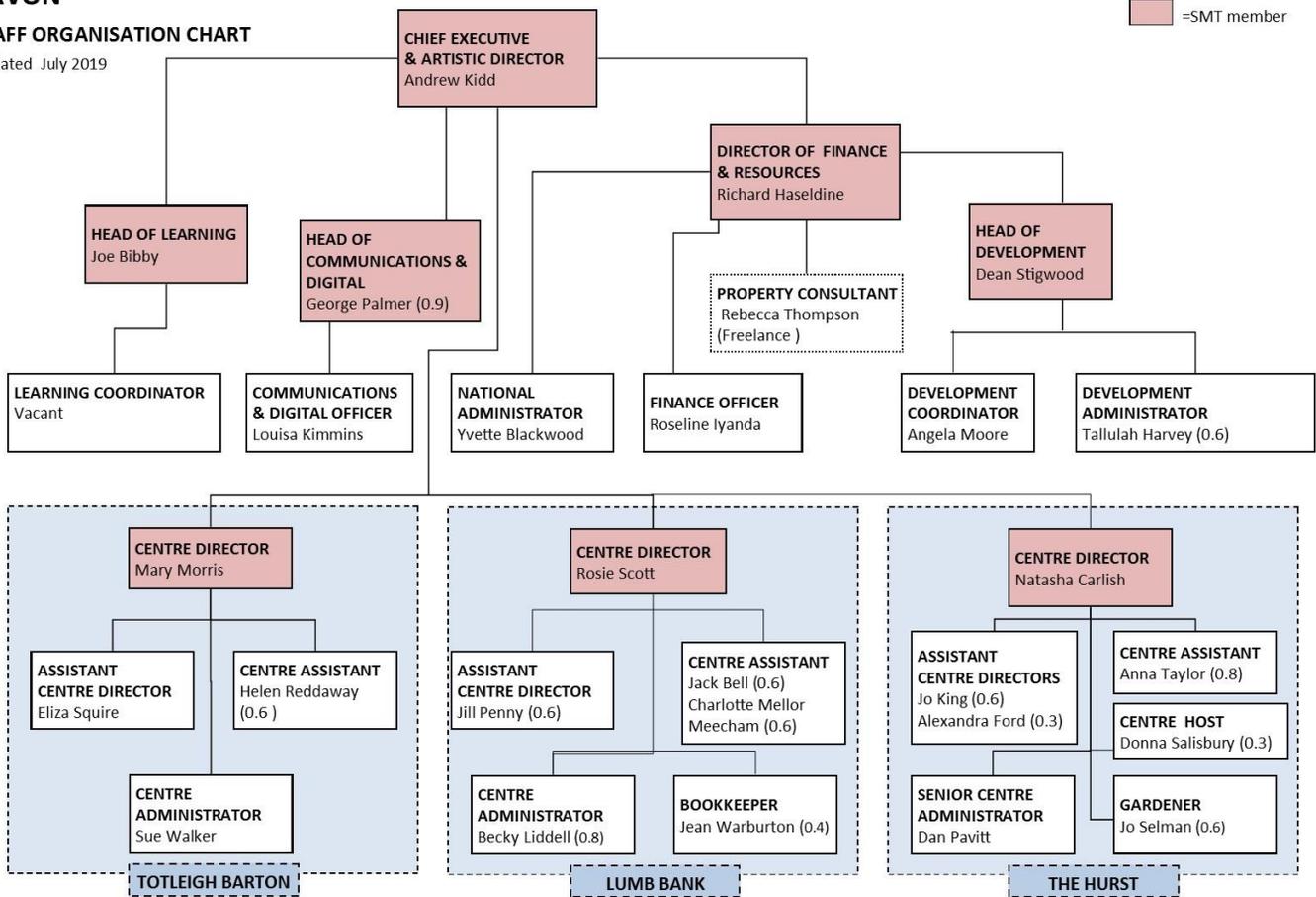
Arvon staff organisation chart

ARVON

STAFF ORGANISATION CHART

Updated July 2019

=SMT member





Arvon's vision and values

OUR VISION

We believe creative writing can change lives for the better. Creative writing allows us to harness our imagination and find our voice. It creates new possibilities, new ideas, new futures. It unlocks our potential, our empathy and our hope. And we're keen to share this opportunity for transformation with as many people as possible.

WHAT WE DO

We produce residential and city-based creative writing courses and retreats for schools, groups and individuals, led by highly respected authors. Founded in 1968, we now have three writers' centres, in Devon, Shropshire and Yorkshire, and offer courses across a wide range of genres. We offer a home for the imagination, where anyone, regardless of writing experience, can step away from their normal routine, immerse themselves in the creative process, be inspired by experienced writers and release their imaginative potential.

OUR VALUES

Inclusive: We believe everyone is creative. We create a space that is open to all, where anyone, regardless of writing experience, feels welcome and included as part of a community of writers.

Inspiring: Step away from the routine, be inspired by writers and our beautiful places and release your imaginative potential. Arvon is a place for contemplation, challenge and going beyond what you thought you were capable of achieving.

Supportive: Creative writing is a craft that can be learnt, through guidance from experts, and through the peer support that comes from creative friendships with fellow writers. At Arvon, writers teach writers, and everyone encourages each other to become a better writer.

Transformative: Immersing yourself in creative writing nourishes the imagination, can deepen the connection to self and to the world, and can lead to dramatic change and progress.

EQUALITY

Arvon recognises the importance of understanding and removing barriers to engagement in the arts. Our national diversity is to be celebrated and this belief is reflected throughout all of Arvon's work and the belief that everyone can benefit from the transformative power of writing. Our definition of diversity encompasses race, ethnicity, faith, disability, age, gender, sexuality, class and economic disadvantage, and any social or institutional barriers that prevent people from creating, participating in or enjoying literature and the arts. We celebrate diversity, exploring all the artistic and creative opportunities it offers.

We welcome applications from a diverse mix of people. **Please download and complete the separate Application Form, Equal Opportunities Monitoring Form and Criminal Record Monitoring Form [here](#).** The monitoring forms won't form part of the decision-making process for this role but will enable us to monitor who is engaging with our vacancies and where we might want to take action to address underrepresentation in the future.