



TVA Freelance Projects Officer
January 14 – December 14 inclusive
Based on 48 weeks x 3 days per week
Total fee: £13,000

NB: There will be an additional financial allocation for use of own mobile phone (currently £10 per month) and a mileage allowance of 40pence per mile for on the job travel.

Answerable to and supported by: TVA Director

Tees Valley Arts mission:

TVA is a participatory arts organisation based in Middlesbrough, working across the Tees Valley and beyond; the organisation champions participation in high quality creative activities as a tool for improving the quality of life and learning for individuals and communities, especially those facing life's challenges.

TVA Projects officer will undertake -

- Partnership building and maintenance
- Project development
- Funding research and sourcing
- Business development
- Project budget management, project logistics management (including overseeing correct procedures with regard to safeguarding, risk management and health and safety), project administration, project review - all as required
- Partnership development with potential TVA affiliates, ie freelance artists and project co-ordinators with possible project ideas and/or specialist knowledge
- All tasks as commensurate with role, including representing and advocating for TVA as appropriate and as directed by TVA Director
- Regular liaison with TVA Director and other office personnel
- Activity will be subject to operational requirements
- Travel across the Tees Valley and occasionally beyond will be required
- Occasional variation of hours may be required

NB: TVA Projects Officer **may** be required to undertake training for and delivery of particular activities such as Arts Award Adviser training and/or Artsmark training and support. This will be negotiated in due course, and is not an absolute requirement of the contract.

Person Specification

The key competencies are -

Essential	Desirable
Knowledge: <ul style="list-style-type: none">• Degree or equivalent experience	<ul style="list-style-type: none">• Teaching or other professional

<ul style="list-style-type: none"> in related subject • Understanding of participatory arts and its relevance/ application across educational and community settings • Relevant governmental and/or local policies, agendas and issues 	<ul style="list-style-type: none"> qualification • Awareness of funding opportunities • Understanding of structures and aims of Local Authority and other key agencies
Skills: <ul style="list-style-type: none"> • Good Communicator • Excellent organisational skills • Application and report writing • Project management 	<ul style="list-style-type: none"> • Motivator • Partnership negotiation • Excellent presentation skills
Understanding: <ul style="list-style-type: none"> • Outline understanding of educational, health and social welfare systems and structures • Social inclusion and community issues • Ethnic, faith and cultural diversity equalities issues 	<ul style="list-style-type: none"> • Relevant Government/ local initiatives and agendas • Arts & cultural priorities
Experience: <ul style="list-style-type: none"> • Arts projects in educational and/or social settings • Project development • Project administration • Project evaluation 	<ul style="list-style-type: none"> • Delivering socially engaged arts activities • Writing project proposals • Track record of securing project funding
Personal Qualities: <ul style="list-style-type: none"> • Self starter/ entrepreneurial • Team player • Works on own initiative • Works positively when directed • Energetic and multi-tasking 	<ul style="list-style-type: none"> • Enthusiastic advocate of creative interventions in non-arts settings • Dynamic • Imaginative

TVA's work/ Projects Officer activity:

As can be seen from the TVA website (www.teesvalleyarts.org.uk) our activities are varied in participant group, artform/s used, key strategic partners, aspiration, identified aims, source of funding and scale of projects, although they are all based on our absolute belief that participation in professionally developed, designed, delivered and managed creative activities can be life-changing.

Much of our work is with young people, particularly those in vulnerable and/or challenging circumstances, but we also work with adult and community groups, subject to funding. TVA is proud of its history of work with asylum seekers and other newly arrived groups.