



FREELANCE PROJECT MANAGER (CARING SCOTLAND)

RECRUITMENT INFORMATION PACK



Welcome,

Thank you for your interest in joining the Creative Engagement team at the National Theatre of Scotland as Freelance Project Manager on *Caring Scotland*.

Caring Scotland is an Oral History Project that will document the lives and experiences of at least 100 members of the care experienced community in Scotland. The concept for the project was created by acclaimed playwright, Nicola McCartney, who has extensive experience of being a member of the Children's Panel and as a foster parent. *Caring Scotland* aims to empower the community by giving a platform for their voices to be heard by the people of Scotland. The artistic output will be a touring immersive exhibition which will engage with the public across Scotland. The legacy of the project will be an oral history sound archive housed in perpetuity at the National Library of Scotland.

Caring Scotland is a project funded by the National Lottery Heritage Lottery Fund and contributes to the overall vision of National Theatre of Scotland, which can be found in our **Strategic Plan**. Your role will be to support all aspects of this innovative project.

We will work closely with our partner organisation, Who Cares? Scotland (WC?S), and be supported by strategic partners: Dundee Rep Theatre, Citizens Theatre and Aberdeen Performing Arts. We have chosen these partners as they have a particular commitment to the Care Experienced. Whilst the partners are based in specific geographic areas, the project will be open to all members of the Care Experienced community across Scotland.

Through introductory workshops we will identify around 100 care experienced people, who will work closely with artists trained in a trauma-based approach, to create contributions for the digital archive and installation. Activities include creative writing workshops, interviews, and artist residencies, aiming to enhance creativity and empowerment.

Please read the recruitment information pack carefully and if this is the right role for you, I look forward to reading your application. The deadline is **10am on Monday 29th April**. Interviews will be held on **Friday 17th May**.

Kind regards

A handwritten signature in black ink, reading "Paul Fitzpatrick".

Paul Fitzpatrick
Director of Creative Engagement

FREELANCE PROJECT MANAGER (DEADLINE FOR APPLICATIONS: 29TH APRIL)

Job title:	Freelance Project Manager (Caring Scotland)
Reports to:	Creative Engagement Producer
Terms of employment:	Freelance. Initial contract for year one of the project will be 48 weeks based on 14 hours/week. Contract for years two and three of the project will be reviewed during the first year of the contract.
Salary:	£14,880
Hours of work:	Determined by the freelancer based on the needs of the project. Fee based on 2 days per week.
Location:	As a freelance contract, the location will be determined by the freelancer. A desk space will be available at National Theatre of Scotland's office at 125 Craighall Road, Glasgow throughout the contract should the freelancer wish to use it. Travel across Scotland will be required.
References:	All offers of employment are subject to the receipt of satisfactory references.
Child protection:	The successful candidate will be enrolled in the Disclosure Scotland Protection of Vulnerable Groups scheme.

PRIMARY PURPOSE

The project manager must ensure that the project plan for *Caring Scotland* is delivered on time, on budget and meets the defined outcomes and outputs of the project. The project manager will work closely with the Creative Engagement producer.

Key Responsibilities:

1. Project Management:

- Oversee all aspects of the Caring Scotland project, from inception to completion, ensuring that it adheres to the agreed timeline and budget.
- Collaborate closely with the Creative Engagement Producer and strategic partner organisations to meet and engage with Care Experienced individuals across Scotland.

2. Relationship building and management:

- Creating new relationships with individuals, organisations, local authorities.
- Researching potential new relationships to deliver the project.
- Be the lead contact for partners and strategic partners, ensuring excellent communication throughout the project.

2. Community Engagement:

- Coordinate logistics of workshops, interviews, and artist residencies aimed at identifying and nurturing the creative contributions of Care Experienced individuals.
- Ensure active collaboration with the Care Experienced community in the project's co-creation process.
- Arrange regular meetings with the Young Advisory Group.

3. Safeguarding and Ethical Practices:

- Ensure all protection policies are met throughout the project and ensure Disclosure checks are carried out for all relevant team members.
- Develop an ethical approach with advice from National Libraries of Scotland and in collaboration with the Director and Producer of Creative Engagement.
- Ensure emotional support is accessible to all participants, including artist facilitators, given the potentially sensitive nature of discussions.

4. Public Engagement and Exhibition:

- Coordinate a national tour of the immersive exhibition showcasing the oral histories of the Care Experienced community.
- Oversee the creation and deposit of the digital archive of stories and perspectives, which will be housed at the National Library of Scotland.

Skills and Experience:

- Proven project management experience, particularly in arts or community-based projects.
- Strong understanding of ethical considerations and safeguarding practices, especially when working with vulnerable communities.
- Excellent communication and interpersonal skills to engage with diverse groups of participants and partners.
- Familiarity with creative engagement methodologies, preferably with some understanding of oral history projects.
- Ability to work independently, manage a project team, and collaborate effectively with partners.
- A commitment to the mission of empowering the Care Experienced community and celebrating their voices.
- An understanding of the care system in Scotland is desirable.

HOW TO APPLY

Now you have read the job description, you meet all the essential criteria, and you feel that the job is right for you:

1. We want you to tell us why you are the right person for this role. We are keen to know how your work and experience to date shows that you meet the requirements of the role and person specifications listed. We would ask that this is done in the form of a letter (no more than 2 sides of A4) that accompanies an up-to-date CV.
2. Please provide us with details of any access requirements you may have to allow us to make the recruitment process as accessible as possible.
3. We would also like to know if there are any other responsibilities or requirements that you may have (for example: childcare or any other access needs) that will make it easier for you to take part in the recruitment process. We are happy to accommodate these to the best of our ability and would encourage you to let us know when you apply.

Submit your application to us before **10am on Monday 29th April** by submitting using submittable: [**https://nationaltheatreofscotland.submittable.com/submit/292275/caring-scotland-project-manager**](https://nationaltheatreofscotland.submittable.com/submit/292275/caring-scotland-project-manager)

Please ensure you meet the deadline; it is unlikely that we will consider applications received after the closing date.

Interviews will be held on **Friday 17th May**, in person at the National Theatre of Scotland. Please try to make sure you can be available on this date when you apply.

To let us know about access requirements or ask any questions, please also contact [**recruitment@nationaltheatrescotland.com**](mailto:recruitment@nationaltheatrescotland.com)

YOUR CV

Please make sure this is up to date, with references we can follow up should you be successful. Make sure it is clear from your CV how you meet the “primary purpose” of the job and that you provide evidence for the skills and experience listed in the “Key tasks and responsibilities”.

YOUR LETTER OF APPLICATION

This is the most important part of your application. In your letter we are keen to find out more about:

- Why you want this job and what makes you the ideal candidate
- Let us know why you are particularly interested in working with the Care Experienced Community
- You don't have to explain how you meet every bullet point on the Key Tasks and Responsibilities (your CV should cover all of that) but do outline two or three good examples of real-life experience that you can draw on. We're particularly interested in:
 - Project management experience
 - Working with communities
 - How you can work on your own initiative
- It is not sufficient merely to state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet the requirements for the job.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application.
- Finally - do not forget to proofread your letter and check for any errors before submitting it – attention to detail is part of the job!

INVITES TO INTERVIEW

Interviews will take place on 17th May at the National Theatre of Scotland in Glasgow.

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people. If you are shortlisted, we will contact you by phone or email to invite you to interview. Please try to ensure you are available for interview on 17th May.

If you are not shortlisted, we will endeavour to contact every applicant by email, to let them know that their application hasn't been successful and to give some brief feedback.

All offers of employment at National Theatre of Scotland are made subject to receipt of satisfactory references. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will therefore be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment. You must also join the Protection of Vulnerable Groups scheme run by Disclosure Scotland.

ANTI OPPRESSION STATEMENT

At the National Theatre of Scotland, we aim to provide an anti-oppressive environment for people from all backgrounds and do not discriminate based on race, nationality, ethnic background, citizen status, hair texture, hairstyle, sex, sexual orientation, gender(s), gender expression, age, religion, language, deaf, disability, neurodiversity, chronic conditions, mental health, socio-economic status, skin tone, educational background, pregnancy or maternity/paternity, marriage or civil partnership, class, immigration status, nor cultural markings and/or tattoos including those due to religious rituals from pre-colonial cultural practices. As language, terms, and expressions inevitably evolve the National Theatre of Scotland is committed to reviewing this statement of language in collaboration with our respective communities.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for 3 months and then removed from our systems. If you are the successful candidate, your application form will be retained and become part of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor National Theatre of Scotland's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Personal data will be managed in compliance with article 5 of the General Data Protection Regulation (GDPR): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Good luck with your application!