



Dear Prospective Applicant,

Job Application Pack – Administrative Assistant (Part-time, 12 hours per week over 3 or 4 days)

Thank you for your request for a job information pack for the post of Administrative Assistant for Artlink Central.

The role will be key in providing support to the Director and in the delivery of Artlink Central's valued and ambitious programme of activity.

The role is permanent but is subject to an initial probationary period of three months.

Please contact me directly if you would like to discuss the role further.

Kind regards,

Kevin

Kevin Harrison
Director
Artlink Central

Address: Artlink Central, Cowane Centre, Cowane Street, Stirling, FK8 1JP **Telephone:** 01786 450971
Email: info@artlinkcentral.org **Website:** www.artlinkcentral.org **Registered Scottish Charity No.** SC0 08158.



Artlink Central

Artlink Central is a leading arts agency and charity in Central Scotland, developing artist led creative programmes for those who face barriers to participation due to mental health issues, disability or other social barriers.

We use music, literature, storytelling, visual and performing arts to remove barriers that create or sustain inequality, and to discover and nurture creative talent in people, particularly emerging disabled artists.

Our Programme

Key areas of our programming include:

Artspace programme creating access to regular arts opportunities for people experiencing mental health issues in the community.

Artreach cross art form programme for adults with learning disabilities supporting participation, audience development emerging talent across Stirling area.

Arts and Health programme which delivers arts experiences targeted at people with mental ill health, dementia, physical illness, stroke as well as sick children in thirty one wards across the Forth Valley.

Arts, Transition and Social Inclusion programmes in schools across the region, including Creative Leavers programme for young disabled artists leaving school supporting them to create, exhibit and sell work in a professional setting and build a portfolio to support their adult aspirations.

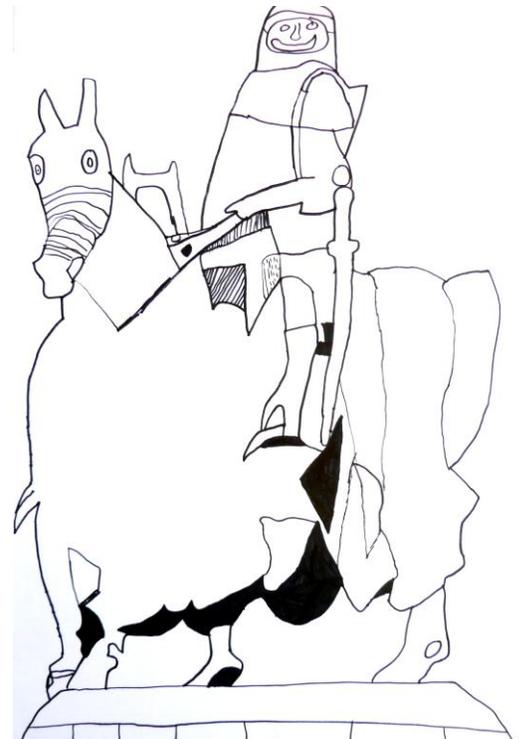
Reverb and Reveal Scotland, national arts development programmes building capacity for and supporting disabled musicians and artists to develop their individual and sector ambitions.

'Seasoned' dementia and visual arts in Bannockburn Hospital

'Seasoned' dementia and visual arts in Bannockburn Hospital



'Robert the Bruce' by Artreach artist James Bilsborough



'Bannockburn Mosaic by Bannockburn Primary School



Our Patron

“Artlink Central has many supporters, and over the past few years, we have seen this support and acknowledgement grow. Much of the wider awareness of our work comes from artists and spokespeople, and one of the most recognised of these, is Julia Donaldson, Artlink Central’s Patron.

Julia has committed her valued time and input to talk about, raise awareness of, and advocate for the work of Artlink Central wherever she goes. Her contributions to the organisation extend far beyond this, from her interest and support in the artistic programme, her regular appearance at exhibitions and performances, to her engaging contact with the young people we work with.

Julia plays an invaluable part in Artlink Central’s work.

We could not dream of better ambassador.”

Becky Walker, Owner of The Green Gallery in Buchlyvie, presents a cheque to Artlink Central Patron, Julia Donaldson and Director, Kevin Harrison

Our Partnerships

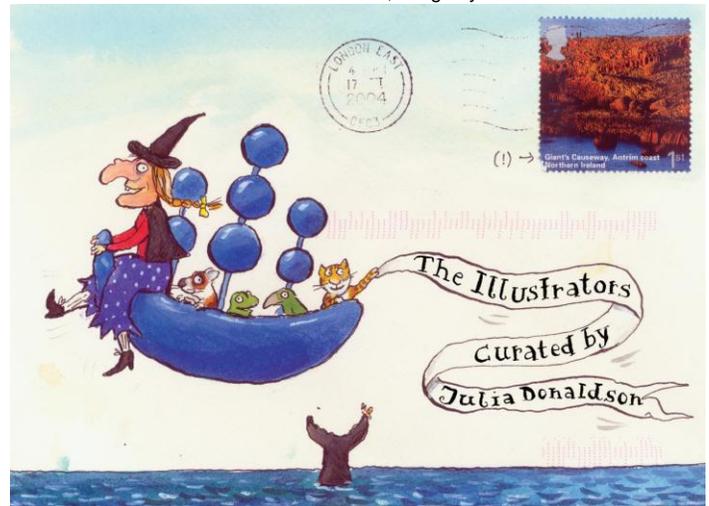
“Our work is impossible without building strong partnerships and relationships, with artists and public and voluntary organisations. Artlink Central has partnered with local authorities, the National Health Service and local voluntary sector agencies, trusts and supportive individuals and businesses for many years.

Our work takes us to almost every hospital ward in Forth Valley many schools, community learning and education settings, and arts centres and galleries. We also attract and invest valuable external funding and partnerships into the area. We have dedicated and supportive volunteers who arrange exciting supporter events such as Art off the Rock, garden fundraisers, and the annual Christmas Fair at the Green Gallery in Buchlyvie amongst other highlights.”

Kevin Harrison - Director of Artlink Central

Artlink Central is supported by Falkirk Council, NHS Forth Valley and Stirling Council.

Preview Invitation to 'The Illustrators', image by Axel Scheffler



Still from 'Dracula's Midnight Movie' by Jennifer Gilfillan



Administrative Assistant

£ 7.91 - 8.63 per hr depending on experience for 12 hrs per week (over 3 or 4 days)

You are an enthusiastic, highly committed person who relishes challenges and possesses excellent communication skills.. You will be working to support a busy and recognised participatory arts organisation to deliver efficient and responsive arts services and programmes in hospitals, schools and other community and arts settings.

Artlink Central is a leading arts agency and charity in Central Scotland, developing artist led creative programmes for people with mental health issues, disabled people and those who face other social barriers. We use music, literature, storytelling, visual and performing arts to remove barriers that create or sustain inequality, and to discover and nurture creative talent in people, particularly emerging disabled artists. We possess a focus on developing evidence-based practice in:

- Arts and Health
- Arts and Disability
- Arts in Prisons
- Arts and Young People

The successful candidate will have a proven track record of working in a busy office environment, possess excellent administrative and IT skills and have a thorough knowledge of Microsoft Applications. You will also be proficient in working as part of a productive team, working flexibly and possess a capacity to meet tight deadlines. The ability to demonstrate a commitment to Artlink Central's aims and objectives is highly desirable.

Application packs are available by emailing info@artlinkcentral.org, or from Administration, Artlink Central, Cowane Centre, Cowane Street, Stirling FK8 1JP. Completed applications must be returned by Thursday 17th May 2012, no later than 5pm.



Guidance Notes for Job Applicants

Thank you for requesting details of this appointment. We are pleased to enclose an application form together with a job description and other information that will assist you to complete your application.

Equality and Diversity

Artlink Central is committed to a policy of equality and diversity in employment. It aims to ensure that no job applicants or employee receives less favourable treatment on the grounds of gender, colour, race, ethnic or national origin, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant factor. The selection criteria and procedures adopted by Artlink Central should ensure that individuals are selected only on the basis of their relevant merits and abilities.

The Application Form

This has four pages that should be completed, they require:

- information about personal details.
- information regarding education, qualifications, courses and publications.
- a detailed breakdown of employment history.
- statement in support of the application, names and addresses of referees and should be signed by the applicant.

The form requires you to sign a declaration certifying that all the information you have provided is accurate.

The Detachable Equality and Diversity Monitoring Form – this is required as part of Artlink Central's Equality and Diversity Policy. The information collected will form a confidential statistical record which will not be used for any purposes other than monitoring the organisation's policy on Equality and Diversity. We recognise that applicants may feel reluctant to declare a disability. However, we would encourage you to do so as the organisation has a proven track record of offering positive support and assistance to staff with disabilities.

The Job Description – this provides information on the duties required to perform the job. It describes the main purposes of the job and the duties to be performed.

The Person Specification – this is a summary of the main characteristics a person needs to perform the job. This aids the shortlisting process and helps to avoid unfair recruitment by ensuring that only relevant and reasonable selection criteria are used.

It is essential when completing the statement in support of your application on page four that you address all the points listed in the person specification to show how your experience is relevant to the post, using examples to illustrate this. Each point on the specification can be used as a heading in your statement. Additional sheets of paper may be attached to your application if required.

For photocopying purposes it is essential that applications are typed or completed in black ink. Completed applications should be returned in good time before the closing date, as applications received after this date cannot be considered due to timetabling of interview dates.

All applications should be returned to:

**Recruitment,
Artlink Central,
Cowane Centre,
Cowane Street,
Stirling
FK8 1JP
Email: info@artlinkcentral.org**

It is acceptable to send a CV with your application form/statement of support but CVs will not be accepted without a completed application form.

Closing date: Thursday 17th May 2012 by 5pm