



Co-funded by the
Creative Europe Programme
of the European Union

General Secretary

APPLICATION PACK

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Returning applications

Please return your completed application form **by 5pm on Friday 16th July 2021** at the latest.

We will be contacting successfully short-listed candidates and inviting them to interview. If you have not heard from us by 20th July, please assume that your application has been unsuccessful.

We prefer electronic submissions, sent to jim@amateo.org

Interviews will be held via Zoom on Thursday 22nd July

www.amateo.org

1. LETTER INCLUDING SUMMARY OF TERMS AND CONDITIONS

Dear applicant,

Thank you for your interest in the position of General Secretary to Amateo, Europe's network for active participation in culture. Please read this covering letter first, then the rest of the information in this pack, before making your application. We have provided this information electronically so that it is as accessible as possible, including to visually impaired people. If you need this information in a different format, please let us know.

This is a very exciting time to be joining Amateo.

In 2010 the Amateo network was formed by several national organisations that help to support and promote the activity of the voluntary, amateur and participatory arts sector. Our vision is that all European citizens have access and opportunities to enjoy, participate in and benefit from creative and cultural experiences of their choice, whatever their background and circumstances and wherever they live. Already, it is estimated that 38% of the citizens in EU member states are actively participating in arts and culture.

Amateo is a membership organisation that works as an advocate and provides support and opportunities for exchange and collaboration amongst its members, who are national and regional organisations working in the field of amateur, voluntary and participatory arts and culture. The organisation is legally registered in Belgium and is run by a board currently comprising member representatives from Croatia, Slovenia, Netherlands, Czech Republic, England, Scotland and France.

Over the last three years we have been transformed thanks to the efforts of our members and support from the Creative Europe programme. We have learned much in the process. The highlights of the Arts Take Part programme have included;

The new annual **Amateo Award** for best practice in participatory arts and culture. Over the three years we have had more than 180 entries from across the continent. The first three winners, theatre project Op Roet from the Netherlands, Moving Ground from Belgium and the Social Circus Project from the Anasa Culture Center in Greece, have shown vision, commitment and excellence in their work.

Gathering, sharing and commissioning **Research** that helps us to understand the impact of participatory arts and cultural activity is a key part of our programme and we have built a database of over 100 research documents available online and published two new research studies from Amateo members.

Our **CONNECT** programme brings participants and cultural workers together to develop new projects and collaborations. These gatherings, both online and in-person, have seen the initiation of more than 10 new international collaborative projects. We have had CONNECT workshops online and in Narva (Estonia), Deventer (Netherlands) and Edinburgh (Scotland).

Our **Conference** programme, both online and in-person, is an annual highlight. We have held events in Pécs (Hungary), Ljubljana (Slovenia), Edinburgh (Scotland) and Novi Sad (Serbia) These events help to create the conditions for our members to learn from and share with each other, as well as build lasting connections and instigate valuable collaborative partnerships.

The Arts Take Part programme has been delivered through a trans-national team model involving more than 20 people from 14 European nations. All of this activity is shared and promoted through our website and social media as well as a regular newsletter for members and partners.

One of the results of all of this hard work has been to see our network grow rapidly from 36 to 56 members. Membership costs just €75 per year. Being a member not only adds to the strength of our voice but also offers opportunities for networking, learning and collaboration.

We are now ready for the next stage of our evolution. We have a new Strategic Business Plan in place (attached). We have responded positively and constructively to the challenges of the pandemic. We will continue to use online approaches blended with face-to-face events. There will be a greater focus on the work we do to support, celebrate and engage our members. We will work hard to raise the profile of the participatory cultural sector on behalf of our members and millions of participants.

As the Arts Take Part project reaches its final stages (it will end on 31st December 2021) the Board wishes to appoint a General Secretary who will have a key role in leading and developing the network. The role will involve the implementation of Amateo's Strategic Business Plan. The appointment is initially for 16 months from 1st September 2021 until 31st December 2022. **It is important to note that if our application for further funding from Creative Europe is successful the role will have a key role in the management and delivery of 'Arts Take Part - Growing the Connections' which implies additional contracted days for the successful candidate.**

There will be staffing resources to support Communications and Financial Management. The role will involve some international travel for meetings and events. Amateo does not have an office base and the expectation is that the successful candidate will work independently on a remote basis.

Our Strategic Aims

- ***To advocate for the sector and our members***
- ***To support our sector and our members***

Our Objectives -

- *Cultural participation is valued and supported at national and European policy making level*
- *Amateo is a relevant and representative partner and voice for the sector*
- *Our members are connected to and learn from each other's experience and from the experience of others beyond the network*
- *Our members increasingly work together*

We will not discriminate in shortlisting or interviewing on the grounds of your race, colour, ethnic or national origins, gender, sexual orientation, age, disability, or religious beliefs.

The application procedure asks you to tell us only about those things that will help us decide whether you have the skills and abilities for the job. All candidates are scored 0-5 against each person specification (both essential and desirable) the highest scoring candidates are then selected for the interview. It may help you when completing the application to list each of the person specifications and provide an example of how you meet the criteria to help you score the maximum points available.

For an informal, confidential discussion about the post please contact Jim Tough, Coordinator of the Arts Take Part project jim@amateo.org

Good luck with your application.

Piet Roorda, President, Amateo

JOB DESCRIPTION AND PERSON SPECIFICATION

General Secretary - Job Description

Key Tasks

1. To develop, coordinate and manage the activities of Amateo. This may include the 'Arts Take Part - Growing the Connections' programme at which point there would be a review of staffing, roles and responsibilities.
2. To manage our relationships with the 56 Amateo members and drive the recruitment of new members.
3. To deliver appropriate services to the members and encourage collaboration and partnership.
4. To ensure effective communications to the network and externally.
5. To maintain relationships with key partners and funders including Creative Europe and Culture Action Europe
6. To oversee compliance with Belgian legal requirements for governance and finances
7. To provide secretariat support for the Board including the preparation of papers, meeting arrangements and minute taking and management of information on Google drive
8. To work with the board to develop appropriate policies and procedures for example Equal Opportunities policy
9. To ensure the effective management and reporting of Amateos' finances
10. To work with the Board to ensure that Amateo is properly resourced, driving fundraising and income generation as appropriate

Person Specification

Essential

English language both written and spoken.

A knowledge of and experience in participatory arts and culture activities

Experience of working with and supporting boards.

Experience of managing staff teams.

Knowledge of governance in the voluntary sector

Knowledge of cultural policy in the European Union

Fundraising experience

Managing staff and volunteers teams.

Desirable

Project management skills and experience

Contract

The post is offered on a freelance basis initially from 1st September 2021 until 31st December 2022 (based on 2 days per week for a total of 16 days until 31st December 2021 and 78 days in 2022). Rate of pay is €300 per day.

If successful in an application to Creative Europe for the 'Arts Take Part - Growing the Connections' project the post holder will be offered additional days to manage that programme.

Reports to: President, Amateo

Amateo

Appointment of General Secretary

3. APPLICATION FORM

Please complete all sections of this form as fully as possible, **in addition to** any CV and covering letter you wish to submit. **Please do not put 'see CV' as the only entry in any section.**

PERSONAL DETAILS

First name(s):

Last name:

Address:

Postcode:

Telephone:

E-mail:

EDUCATION

Please give details of your education and qualifications gained. DO NOT include the name of your school, but do include Further or Higher Education names

Dates	Institution	Subject/qualification
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Please state the earliest date you could take up post, if offered the job:

Please indicate where you saw the job advertised:

EMPLOYMENT HISTORY

Please give details of your employment history (there is no need to go further back than ten years unless there is employment of specific relevance that you would like us to know about).

OTHER INTERESTS, HOBBIES & LEISURE PURSUITS

SUITABILITY FOR THE POST

Please indicate how your experience, qualifications or aptitude fit **each criterion** of the person specification for this post (please attach additional sheets if necessary).

Any other comments you wish to add

REFEREES

Please give the names, email and telephone contact details of two referees. We will only contact referees if we are offering your post.