

JOB DESCRIPTION

Lewisham Arthouse is a cooperatively-run not-for-profit, well-established, artist-led organisation, located in a historic building in Lewisham. Our main activity is studio provision, and we have over 40 artist studio holder 'members'. Besides renting space, each studio member commits at least 5 hours per month, meaning that the organisation is largely self run and managed. As a place where artists and communities can learn, share, and collaborate, Lewisham Arthouse activities include educational and community workshops, public events and exhibitions, as well as offsite outreach education work across the borough.

Lewisham Arthouse is looking at ways in which to improve access and inclusion for all: for the artists that apply for studios here, for people attending events and taking part in workshops, and for the current members themselves. LAH is also seeking to further reflect and advocate for the interests of the local community as a space that centre wellbeing.

We are currently seeking a consultant to support us in examining our existing internal processes as to help us identify the changes we need to make and the training we should acquire in order to embed accessibility & inclusivity in Lewisham Arthouse.

CONTEXT

In 2015 an independent consultation took place which recommended a series of outward facing action points for LAH, with the objective of securing the building long term and enabling our transition into Charity status. After looking in detail at the independent consultation, the Access and Inclusion steering group realised that in order to proceed with these recommendations it would be healthy for LAH to reflect on the existing governance structures and identify how to improve ongoing working ethics. In turn, we hope that these improvements would help us further embed the organisation within the fabric of the local community as a hub for wellness.

We are seeking to enlist a Consultant to focus on the following:

- **How we set achievable goals for access & inclusion.**
- **Writing policy that all of the membership feel they understand and support**, with consideration of how to implement these policies within their working groups.
- **Support of current members.** How can we promote more social exchange and an ethos that centres care and takes account of members access needs to promote wellbeing, including assessing workloads and training needs.
- **Tools for sharing and retaining working knowledge amongst members**, including improving communication amongst membership.
- **Best practice guidance for setting up conflict resolution processes.**
- **Best practice procedures with regards to the handling of information** on equal opportunity forms and feedback forms.
- **Studio allocations selection process.** Help the allocations group create a transparent framework that enables an easy way to set goals around diversity and inclusion.
- **Work allocation process.** Establish clear processes and best practice for work group allocation, role rotations, skill sharing within groups, and accountability and transparency.
- **External communications** and front of house procedures with regard to access and inclusion.
- **Review of sickness and disability policy**, including flexible working hours for members that require them, with a view to reaching best practice guidelines

What we want you to do

- Come to Lewisham Arthouse and meet with all working groups, the membership as a whole, talk to everyone about existing working processes.
- Write up recommendations for new approaches to internal processes and action points, suggested further training, give us references from other places to use to create transparent working documents.

- Identify accountable processes for who those who carry the recommendations forward, and ways for the committee to uphold them. Identify ways to galvanise and motivate the membership to take on these changes and implement them together.

Person Specification:

- Experience looking at community organisations / knowledge of co-op structures.
- Experience in facilitation and working with intergenerational groups of artists.
- Good observational skills when auditing organisations with entrenched processes.
- Experience setting achievable and clear action points (micro level as well as structural) to facilitate change.
- Personable working manner.

£1,500 fee

This is a freelance position

Please email info@lewishamarthouse.org.uk with a CV, expression of interest and short description of why you are right for the role.

Deadline 2nd May

Selection early May

Consultancy mid May