
Specification, Quote Requirements & Contract Conditions

Creative Health Producer - Social Prescribing, Arts Derbyshire

1. Purpose & Aims of the Contract

Arts Derbyshire is looking to recruit a Creative Health Producer (Social Prescribing) to join our team. This role, working alongside our Social Prescribing Development Manager and Artist Inquiry/ living newspaper process, aims to break new ground in the way that culture, and professionals involved in social prescribing work together across Derbyshire.

We are looking for a dynamic, thoughtful and creative individual who has the blend of skills, expertise and experience to work in an asset-based way, across sectors (health, culture, local government, Voluntary, Community and Social Enterprise) to co-create, realise and manage new collaborative projects in places and localities across the county.

The ideal candidate will have a strong background in creativity and health and/or arts production, project management, and working with professional and community partners and the public.

2. Background to Arts Derbyshire

Arts Derbyshire is the partnership organisation for strategic arts development in Derbyshire. We work across the arts and culture, bringing expertise and passion to the strategic development programmes we offer the Creative Community, and to the projects we deliver to Derbyshire audiences. Our programmes are multi-stranded with Social Impact and Creative Health as constant, binding and interweaving threads.

We believe that the arts are a powerful tool for change. Our mission is to provide strategic direction for arts development in Derbyshire, building on the unique creative, cultural, natural and heritage assets of our county. We are passionate about the arts and culture being for everyone, regardless of their background or circumstances. We focus on four key strands/areas of activity: Capacity, Strategy, Investment & Advocacy.

Arts Derbyshire CIO, c/o 2-3 Friary Street, Derby, Derbyshire DE1 1JF
07806 7821098 | www.artsderbyshire.org.uk | admin@artsderbyshire.org.uk
Charity Number: 1184423

Trustees: Gary Brockway, Sharon Brown, Debi Hedderwick, Simon Hobbs
Alice Marshall, Daniel Oakley, Emma Oaks, Sanjoy Sen, Kalila Storey

Arts Derbyshire is managed by a Board of 9 trustees. We also currently have six part-time contractors:

- Director, Stephen Munn
- Operations Manager, Hannah Barker
- Creative Health Manager, Helena Reynolds
- Social Prescribing Development Manager (Culture), Deborah Munt
- Lead Artist (Social Prescribing), Kate Genever
- Website Manager, Destination Digital

The Arts Derbyshire Network comprises over 1,000 Members from across the county's Arts & Culture Sector.

www.artsderbyshire.org.uk

Please see the Additional Background Information section (essential reading for applicants) about Arts Derbyshire and social prescribing at the end of this job pack.

3. Scope

3.1 Role Profile

The Creative Health Producer will work with Arts Derbyshire members, and the culture sector in general, convening around this challenge and developing the partnerships, capacity, pathways and mutual benefit that is needed for better and more sustainable access to arts and culture, for social prescribing clients and communities.

3.2 Principal Tasks and Key Responsibilities

Co-production and collaborative project development and delivery:

- Work collaboratively with culture, health and wellbeing, other cross sector partners and people with lived experience through processes that allow meaningful work/ideas to emerge
- Work hand in hand with the Artist Inquiry/Living Newspaper process, to pick up on the ideas generated and assess, develop and support them as appropriate
- Oversee the delivery of various projects across the county, from concept, through feasibility, to completion, helping parties involved to realise the project ambitions

Project Management

- Develop, manage and report on project timelines, budgets and resources for projects and ensure delivery is on time and to agreed standards
- Coordinate/oversee all aspects of production - planning, logistics, execution

Training, support and event management

- Work with all relevant culture, health and wellbeing sectors to identify needs and opportunities around training, support, connection and networking, including how different sectors might help each other
- Plan and deliver events as needed, determined by needs assessment and the work direction

Marketing, promotion and fundraising

- Collaborate with marketing and communications teams to promote projects and engage audiences and funders, and to assist in the creation of promotional materials/press releases/social media content
- Be alert to funding opportunities and work with the team to maximise resource development, including making connections and assisting in grant writing and fundraising

Demonstrating impact

- Work with the team and partners to develop pragmatic, creative and meaningful ways to demonstrate the impact of the work, and to develop insight and learning, including use of the Creative Health Quality Framework
- Develop and implement proportionate monitoring approaches to collect data needed for demonstrating impact, and prepare reports and presentations as needed

4. Management and Reporting Structure

The Creative Health Producer will report directly to the Social Prescribing Development Manager. The Creative Health Manager will oversee the post, including finances.

5. Location

The Arts Derbyshire team currently work from home, primarily connecting remotely, with occasional in person meetings with members of the team, but with travel throughout Derbyshire required. This post will be the same and due to the expectation that this role will make links across the county, we anticipate that travel around Derbyshire will be important.

The postholder will work within Arts Derbyshire's creative health team, which includes Deborah Munt, Culture and Social Prescribing Development Manager and Helena Reynolds, Creative Health Manager. Day-to-day working arrangements have a degree of flexibility and are to be discussed.

6. Pricing

This is a freelance contract position with a duration of 180 days spread across 18 months (with a view to extend subject to review and funding). The fee for this contract is £36,000, inclusive of VAT. There is a budget for travel expenses.

The price payable will be agreed in writing by the applicant and Arts Derbyshire prior to the start of the contract. The fee will be paid monthly, in arrears, on receipt of an invoice, or as agreed prior to the start of the contract.

The contractor is a self-employed person responsible for paying their own tax and National Insurance. The contractor is also responsible for holding adequate professional insurance, including Public Liability insurance for at least £5 million and Professional Indemnity for at least £1 million.

7. Timescale

The contract is initially for a minimum of 18 months, with the option to extend, subject to review and funds being available.

8. Equipment

The contractor will be expected to provide their own equipment.

9. Key skills/knowledge (Person Specification)

Arts Derbyshire is a caring organisation. We advocate that art has the power to heal, inspire, and connect people from all walks of life. We aim to be ambitious, collaborative, creative, responsive and accessible - and acknowledge that these are always a work in progress. We would like anyone who joins our team to share these values.

We also consider the following to be essential for this role:

- A creative mindset and a passion for leveraging the arts and culture to promote health and well-being
- Flexibility and willingness to listen and learn
- Production or development skills in the culture sector, preferably within creative health/culture and wellbeing
- Project management skills – managing budget, timelines, delivery etc.
- Optimism and lateral thinking – willingness to use imaginative new approaches
- Experience of collaborative leadership and/or co-production
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders
- Diplomacy and negotiation skills demonstrated through experience of working with a wide range of people/groups with a variety of professional and lived experiences

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- Attention to detail, persistence and patience
 - Ability to work independently and as part of a team in a dynamic and fast-paced environment.

If you have any of the following knowledge or experience we would like to hear about it:

- Knowledge or experience of social prescribing
- Work with local authorities, health systems or health and care institutions
- Work with small grassroots community organisations
- Work with people with lived experience of health issues
- Experience of developing, programming or delivering training
- Knowledge and experience of fundraising
- Knowledge of marketing and promotional strategies

Please tell us about other transferable skills as well as direct experience of any of the above.

10. Award of the contract

The award of the contract will be based on five elements:

- Quality and content of the application
- Match with the specification
- Match with key skills/knowledge
- Experience of the applicant
- Quality of previous work including references

11. Timescale for the award of contract

If you have any questions about this role before submitting your application please send them by email to admin@artsderbyshire.org.uk, preferably before **3.10.24**

- Application return deadline: **7.10.24**
- Initial evaluation and shortlist on: **10.10.24** Successful applicants for the interview will be notified on **11.10.24**. We will be contacting your referees at this point, so please make sure they are available to send us their references
- Interviews on: **23.10.24 / 24.10.24**
- Start date for contract to be agreed with the successful applicant

These dates are unlikely to change but may need to if the volume of responses is very high.

12. How to Apply

The deadline for applications is **10am on Monday 7th October**.

We would like to receive a CV and covering information explaining why you think you would be suitable for the role, referring to the Key Responsibilities and Person Specification outlined above. Your covering information can be submitted as an email, an audio recording or a video recording as you prefer. We would prefer a written CV, but if this is not possible for any reason, please let us know and we can adapt accordingly. Please also provide details of 2 referees who we can contact about your work.

Please tell us about any access needs we can meet to support your application process, whether financial or through other reasonable adjustments.

When you apply, please let us know whether you would be able to attend an interview on 23rd/24th October in Chesterfield. If you can't make those dates and are shortlisted for the role, we will aim to find another mutually convenient time with you. Interviews will be around 1 hour. We will send plans for the interview including any questions in advance, and let you know who will be on the interview panel before we meet you.

We are working towards our organisation becoming as diverse and representative as possible. We particularly want to encourage applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, or who are from less affluent socioeconomic backgrounds.

If you have any questions or would like an informal discussion about the role please contact deborah@artsderbyshire.org.uk

Please send your application to our Operations Manager, Hannah Barker, by email to admin@artsderbyshire.org.uk

Closing Date: 7.10.24

Interviews: 23.10.24 / 24.10.24

Additional Background Information

Arts Derbyshire and social prescribing

One of Arts Derbyshire's central areas of work has always been creative health, or arts, culture and health. You can visit the Arts Derbyshire [website](#) to find out more. Much of this work is resourced through our longstanding partnership with Public Health at Derbyshire County Council, including work on social prescribing.

During the Covid 19 lockdowns Arts Derbyshire, funded by Public Health, ran a creative, online support programme for NHS social prescribing Link Workers, who were largely new in post, with a job to socially prescribe when the 'social' was not available (more on social prescribing [here](#)). One of the outcomes of this work was the Link Worker Manifesto. You can read a blog about this work, and access the manifesto as a written poster, and short film made by Link Workers under lockdown conditions, on the [Social Prescribing Network](#) website.

While link workers and social prescribing have moved on since COVID-19, many challenges do remain and much of the essence of the manifesto still rings true. Some of the characteristics and difficulties of NHS social prescribing are:

- There is no blueprint for the work and every Primary Care Network can do social prescribing its own way - both a strength and a weakness - but this means some are more social in model, whilst others can be closer to a medical model
- The very real chance of simply reinforcing existing inequalities where there is little or no provision to connect people into - e.g. areas of higher statistical deprivation and areas of rurality which have little or no infrastructure or opportunity locally
- The NHS link worker infrastructure is funded but the marketplace of activity is not, and so this limits capacity to respond in different sectors (including culture)
- Pathways linking the different sector offers and activity directly to Link Workers, and other social prescribers, are a work in progress and need to be more robust (including for culture)

Arts Derbyshire wish to find solutions to some of these challenges.

Firstly, we want to work with our members and the culture sector to do this. Many are already deliberately, or unwittingly, contributing to the health and wellbeing of the population, but are often not fully activated in their potential to do this, including within social prescribing. We want to change this by developing capacity, support, resources and collaboration.

Secondly, working with the range of sectors involved in social prescribing, we are now undertaking a county-wide artists inquiry into social prescribing, and developing a 'living newspaper' with Lead Artist (Social Prescribing) Kate Genever. You can find examples of a living newspaper co-produced in HU3 area of Hull [here](#). The purpose

of the living newspaper is to act as an engine to drive positive change, and make good practice, ideas, and challenges more visible. It aims to allow for a co-produced vision and ambition for social prescribing to emerge, over time, through the people and sectors who are planning, delivering and experiencing the work. It also intends to identify the potential for regional, place based, local and hyper-local arrangements and projects. It relies on the making of connections, and activating of partnerships and networks, for generating relevant and thought-provoking content, both of which can then be used dynamically to generate action and movement. You can find out more about what the social prescribing living newspaper in Derbyshire aims to do [here](#).
