

RECRUITMENT PACK



**factory
international**

FACTORY INTERNATIONAL

Factory International is the organisation behind Manchester International Festival (MIF) and the landmark new cultural space, Aviva Studios – helping to put Manchester on the map as a world-leading destination for art. Producing an ambitious year-round programme of original work and one-of-a-kind events, Factory International builds on the magic of MIF – hosting the Festival every other year at its new home and venues across Greater Manchester.

Rooted in the city, Factory International creates space for the world's most exciting artists to invent tomorrow together, while supporting next generation of local talent into the creative industries. It will be a place to come together, to create, invent and play!

Want to join us?

At Factory International we'll be:

- Finding new ways to think about, bring to life and distribute our work
- Offering opportunities for employment, training and learning across the region
- Establishing an open, far-reaching and sustainable space for exploration – loved locally and celebrated worldwide

So it's official: we are shooting for the stars. **Can you help?** Whether you are a technical whizz that leaves no margin for error or someone that really gets customer service, an early starter learning the ropes or a wise head ready to take the lead, we want to hear from you.

At Factory International we have a simple but ambitious vision: To Invent Tomorrow Together.

Our Mission - Through art, music and culture, in digital and physical space, our mission is to create the meeting points between imagined futures and real lives.

We believe in being open, inventive, equitable, determined and international. These are the values we embody through the work we do and how we do it – representing Greater Manchester and making Factory International a great place to work too.



EQUALITY AND INCLUSION

Factory International is grounded in our city and engages with the world. We aim to reflect the great diversity of Manchester, and our planet, in all aspects of our work – artists, audiences, staff, participants, board members, and partner companies. We invite and welcome input on how we can do this effectively from the many individuals and communities with whom we aim to work in ever more exciting ways.

John McGrath
Artistic Director and Chief Executive,
Factory International



As of June 2024, we have 213 staff – of which 27% are from Black, Asian and ethnic diaspora backgrounds, 22% declared themselves as having a disability and 29% identified as LGBTQI+. We are continually reviewing recruitment processes and our internal support for all employees as part of our ongoing commitment to diversifying the workforce in the creative industries. Factory International has a detailed Equalities Action Plan, which includes an Equalities Working Group, reporting to Executive and Board, and sub-groups with specific communities, including Race Representation Group, Pride (LGBTQI+) Group, Disability Representation Group, Gender Equality Group and Socio-Economic Mobility Group.



Programme Delivery Lead

Reports to	Programme Manager
Responsible for	Factory Academy students/placements
Salary	£27-32,500 per annum (dependent on experience)
Contract	12-month Fixed Term Contract
Location	Manchester
Hours	40 hours per week (this is 8 working hours + one-hour unpaid lunch break eg 9am-6pm)
Closing Date	04 August 2024

CONTEXT

At Factory International we want to bring together a talented team of people, we're looking for motivated and passionate people from all backgrounds and skillsets to join our diverse and supportive talent. Reaching out into every corner of Manchester and harnessing the talent and energy that is found across the city and beyond.

You don't need to have worked in the arts before, we're looking for people who are good communicators, enthusiastic, and want to be part of something new.

At Factory International various pastoral support routes are in place including additional support for those with caring responsibilities and access to external professional support services with a focus on wellbeing. Flexible working, including part time and job-share options will be considered for all suitable roles.

JOB SUMMARY

The Factory Academy Programme Delivery Lead will play a crucial role in supporting students to achieve their learning outcomes while fostering an inclusive environment that prioritises openness and empowerment for all individuals involved. On top of this, the Programme Delivery Lead will drive the development of Factory Academy's college, community, and youth networks, to ensure that people all over Greater Manchester can access our programmes.

Other organisations may call this role: *Programme Tutor, Programme Delivery, Academy Teacher*



RESPONSIBILITIES

- Deliver and assess a variety of academic and vocational learning programs to national standards
- Actively contribute to the achievement of team and company objectives
- Conduct initial student assessments, assess learning and development progress, including marking student work, and provide timely and accurate feedback
- Lead the development of Factory Academy's college, community, and youth networks, building effective relationships for recruitment and enrichment opportunities
- Participate in internal verification activities, including standardisation, and incorporate feedback and agreed actions from internal or external verification into materials and program delivery as appropriate
- Design and develop program content and materials, continuously enhancing the FA offering to meet industry requirements and expectations
- Engage in staff development activities as necessary to improve individual and team performance
- Attend and contribute to relevant meetings related to program delivery
- Complete all required paperwork and input information into systems as appropriate
- Prioritise student experience, safeguarding, and wellbeing in all delivery considerations
- Actively engage with Factory Academy alumni, offering open-ended Information, Advice, and Guidance, additional workshop delivery, and mentoring
- Manage a complex workflow involving stakeholders, student engagement, administration, and organisational objectives effectively
- Travel across Greater Manchester to deliver workshops, lessons, and courses, ensuring effective engagement and delivery of academic/vocational learning programs to national standards

General

- Actively engaging with the organisation's vision and policies regarding equality, representation and inclusion, artistic ambition, participation and engagement, health and safety, sustainability, reporting evaluation and monitoring
- Training and talent development is central to the way that Factory International work. All job roles are expected to contribute to our training and development activity, contributing time to supporting our training programmes on site and occasionally off site
- Any other duties that are commensurate with the post

FUTURE FLEXIBILITY

Factory International is currently undergoing a significant period of organisational change as we grow and develop to operate the venue. Any new appointees will be required to show a flexible approach to this process – which may involve revisions around job description, titles, roles and departmental structures



PERSON SPECIFICATION

ESSENTIAL

- Proven experience in effectively supporting a diverse range of students, adeptly adapting approaches to meet individual needs
- Demonstrated experience working within quality assurance systems to ensure high standards of delivery
- Ability to develop and deliver engaging content, both in-person and online, to effectively support the achievement of identified learning goals
- Experience in providing remote support to learners using various delivery methods, including technology platforms such as Zoom, Microsoft Teams, Google G Suite, and Moodle
- Dedication to advocating for representation and inclusion across all levels of the organization, with a track record of collaborating with individuals from diverse backgrounds
- Creative problem-solving skills and a positive approach to challenging situations
- Enthusiasm for training, mentoring and support of emerging talent
- Commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds
- Willing to get take relevant statutory checks eg DBS (Factory International can support with processing and payment)

DESIRABLE

- Relevant teaching/training/coaching related qualification is preferred (or willing to learn)
- Ability to demonstrate a successful track record of supporting learners' progress and achievement
- Target orientated with a focus on personal and professional improvement
- Ability to communicate effectively verbally and in writing
- Ability to deliver programmes creatively, adapting to the needs of the learners and be willing to explore new strategies
- Enthusiasm for a range of arts and culture, an interest ensuring arts are accessible to all



TERMS AND CONDITIONS

FLEXIBILITY

Factory International has a wide range of projects happening at differing times, with many of our roles requiring some capacity to work outside of usual office hours. This is taken into consideration when designing job descriptions and setting salaries.

We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable workload.

Probation: There will be a three-month probationary period for this position, during which your notice period will be one week. The notice period will increase to one month once the probationary period is complete

STAFF BENEFITS

- Annual leave entitlement is 25 days a year plus public holidays (pro rata dependent on hours of work)
- Pension: Auto enrollment begins three months after start date and payments are matched for the first 5% of employee's contribution
- Factory International offers a travel loan scheme and cycle to work scheme via salary sacrifice
- All employees have access to an Employee Assistance programme operated by [Health Assured](#)
- Mediacash Health Plan: auto enrolment begins after three months service for all eligible employees.
- We are committed to supporting employees with their personal development, regularly offering organisation-wide training such as Carbon Literacy, BSL or Mental Health First Aid, along with department specific and individual training opportunities
- Factory International have a Staff Development Fund - £200pa accessible to eligible employees who have passed their probation - for tickets, events, training, or development opportunities



GUIDANCE FOR APPLICANTS

Factory International is committed to equality for everyone and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Factory International is an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors.

We are particularly committed to supporting applications from individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socio-economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equality Act 2010.

As part of Factory International's commitment to being a Disability Confident employer, all disabled applicants who meet the essential criteria for a job vacancy will be interviewed, please refer below on clarification when this may not be possible. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability.

It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, the employer may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people.

If you require any access support if selected for interview or require further information (including requests for printed forms or access support), please inform the Factory International via recruitment@factoryinternational.org

Factory International are committed to safeguarding and protecting the people that use our facilities, engage in our activities and events, creating a setting where everyone feels welcome and safe. Where roles are subject to a safer recruitment process this will include scrutiny of employment or training history (where relevant), robust referencing and may include a check on criminal record history if the role involves contact with children, young people or adults at risk. This is in line with our DBS & Ex-Offenders Policy and the Rehabilitation of Offenders Act 1974.

During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role. The attached job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.

