

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 April 2024, we have 134 permanent staff – of which 28% are from Black, Asian and ethnic diaspora backgrounds, 15% declared themselves as having a disability and 26% 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.



Head of Engagement

Reports to	Public Engagement Director
Responsible for	Engagement Manager, Community Partnership Manager Community Connector, freelancers and volunteers
Salary	£42-46,000 per annum (dependent on experience)
Contract	Permanent
Location	Manchester
Hours	40 hours per week
Closing Date	26 June 2024

CONTEXT

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. 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 Head of Engagement is a key role within the Public Engagement team. This is an excellent opportunity to join our team and work with us to shape how Factory International has increasing impact and creates high quality, ambitious and exciting engagement opportunities for residents across Greater Manchester.

Factory International has one of the UK's most wide-reaching public engagement programmes creating opportunities for people to influence, shape, take part, develop and have fun in a broad range of cultural activities. We have been nurturing a wide community of interest across Greater Manchester over many years with thousands of people engaging with our organisation every year. The Head of Engagement will work closely with the Public Engagement Director and Head of Learning to establish clear outcomes and objectives across public engagement and areas of audience development.

Recent examples of engagement programmes include;

- **The Welcome** - nine days of co-curated programming with 22 Greater Manchester residents that formed part of the opening season of Aviva Studios and welcomed over 11,000 visitors
- **Neighbourhood Organisers** – key paid roles that link Factory International to the many communities of Greater Manchester. Neighbourhood Organisers are passionate residents who help their local community get the most out of Factory International
- **Free Your Mind** - over 100 Greater Manchester residents took part as volunteer participants in this large scale immersive performance created for the opening of Aviva Studios
- **Community Partnerships Programme** – a partnership programme with local community organisations to provide £10,000 towards core or community activity alongside 10 months of logistical and capacity building support from Factory International



RESPONSIBILITIES

- To work alongside the Public Engagement Director and Head of Learning to reflect on, monitor and reshape, where necessary, the vision and direction of the department responding to the changing environment and organisational needs
- Provide leadership and innovative approaches to engagement and audience development, helping to develop strategy and sharing best practice internally and externally
- To be responsible for the development and delivery of engagement programmes for Factory International with/for a range of audiences to excite and engage people in the arts
- To manage and develop the Engagement Team ensuring team and organisational objectives are met, alongside managing relevant financial and physical resources related to the delivery of engagement programmes
- To support and create audience development initiatives in collaboration with partners and Factory International's Audiences team to successfully promote opportunities across the organisation
- Ensure quality across all of Factory International's engagement and participation work including the highest standards of safeguarding, ethics and equality
- To work closely with Factory International's Commercial and Philanthropy Teams to secure additional resource and explore new ways of funding and developing engagement work
- Lead on the monitoring and evaluation for engagement programmes to ensure targets are met and are delivering effective engagement across the city and city-region, working within the organisation's wider evaluation and monitoring framework.
- To represent the organisation in meetings, networks and events

General

- Actively engaging with the organisation's vision and policies regarding equality, representation and inclusion, artistic ambition, participation and engagement, health and safety, 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
- To work closely with the Executive and Senior Management Team to aid the development of the overall vision, direction and tone for Factory International
- 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

- Experience of developing and delivering successful programmes of engagement, community building and audience development
- Experience in supporting the development of strategic programmes of work to meet key objectives
- Experience of successfully managing staff, budgets and other key resources
- Demonstrable ability to effectively monitor and evaluate programmes of work
- Demonstrable ability to communicate and build trust with a diverse range of stakeholders and demonstrate excellent communication skills
- Demonstrable ability to assist with fundraising and/or sourcing new models of income generation for engagement work
- 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

- Ability to work under minimal supervision, organise multiple programmes of work effectively and efficiently with high levels of accuracy and attention to detail
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Passionate about the organisational objectives of Factory International
- Knowledge of and enthusiasm for a range of arts and culture
- Enthusiasm for training, mentoring and support of emerging talent



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 three months 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.

