

Dandelion OPPORTUNITIES

Job Description

Coordinator – Emerging Producers

dandelion

Job Description & Employment Conditions	3
About Dandelion	3
Dandelion Programme & Partners	4
The Dandelion Team	5
Dandelion Values	6
Post Summary	6
Key Responsibilities	7
Person Specification	8
Recruitment Schedule	9
Inclusion, Diversity, Equality & Access	9
How To Apply	10

JOB DESCRIPTION & EMPLOYMENT CONDITIONS

Title of post:	Coordinator – Emerging Producers
Accountable to:	Fiona Dalgetty, Futures Director for Dandelion
Hours:	This is a freelance contract for a total of 60 days, or 420 hours
Location:	Candidates can be based anywhere in Scotland
Fee:	£13,200 <i>60 days at £220</i>
Term:	This is a fixed term freelance contract for 10 months from 1st January to 31st October 2022

ABOUT DANDELION

Dandelion is an ambitious creative programme demonstrating the power of collective action in a unique ‘grow your own’ initiative for modern times.

Commissioned by EventScotland and funded via the Scottish Government, it is Scotland’s contribution to Unboxed – Creativity in the UK.

Rooted in Scotland, with an international outlook and sustainability at its heart, the Dandelion programme follows the arc of the growing season, from April to September 2022, and will culminate in hundreds of Harvest Festivals across Scotland.

Driven by the concept of ‘Sow, Grow, Share’ – not just food but ideas, music, scientific knowledge, and community – Dandelion takes a unique approach to community growing, bringing together artists, makers, scientists, performers and technologists to present events and programmes across Scotland – from its remotest islands to the centres of its great cities – as well as online through films and digital activities.

Sown throughout Dandelion is a commitment to empowering young people, inspiring the artists, activists, scientists and creative producers of the future, and aiming to re-establish Harvest as a significant annual cultural festival for everyone.

Read more about Dandelion and the team involved at www.dandelion.scot

DANDELION PROGRAMME AND PARTNERS

Dandelion is giving away hundreds of thousands of seeds and plant plugs at Free For All events in towns and cities across Scotland so that everyone can try their hand at growing.

Whether you're an experienced grower or a complete beginner you can be part of Dandelion. From doorsteps and balconies, in plant pots, paint pots or whatever else you can repurpose and reuse – the weirder, the better! At the end of the growing season, we invite everyone to cook and share what they've grown at their nearest Harvest Festival.

Two festivals in Glasgow and Inverness bookend the summer (one in June and one in September) with live music, a menu of locally grown food, talks and a whole load of free plants and seeds for everyone to take home. At the heart of each event will be the Pavilions of Perpetual Light – quite literally taking centre stage as a 10m high vertical farm meets art installation and concert platform. As well as being the backdrop for international and Scottish live acts, the structure will also broadcast music commissioned especially for Dandelion. It's music, entertainment, food, ideas and learning for absolutely everyone!

Dandelion is working with Keep Scotland Beautiful and SRUC to develop an engagement programme for 500 schools and 100,000 pupils across Scotland. 100 secondary schools will be gifted two growing cubes each – mini vertical farms – and 400 primary schools will take part in The Big Tattie Experiment. Communities will come together for Harvest Festivals in school playgrounds across the country.

In addition to all of this, at the heart of Dandelion is a commitment to scatter this extraordinary investment across Scotland and to work in partnership with communities, artists, growers and organisations to create Unexpected Gardens.

Dandelion is working in partnership with:

- Alchemy Film & Arts
- Cove Park
- Edinburgh Agroecology Cooperative (Lauriston Farm)
- Fèis Rois
- Findhorn Bay Arts
- Lyth Arts Centre
- RIG Arts
- Taigh Chearsabhagh
- The Leven Programme
- The Stove

THE DANDELION TEAM

The original Dandelion Team, who worked together to develop the project during an intense period of R&D in late 2020 and early 2021, is a collaboration between festival organisers, freelancers, cultural directors, inventive technical and production experts, renowned earth scientists and dedicated specialists in sustainability, youth and community engagement.

Drawn from a wide range of organisations and specialisms from all parts of the country, the team has found a common vision to initiate and support the genuine societal change people crave after more than a year of social isolation.

Team members include:

Aproxima Arts

Angus Farquhar

BEMIS Scotland

Tanveer Parnez

Celtic Connections

Donald Shaw

Fèis Rois

Fiona Dalgetty

Freelance equalities and evaluation specialist

Caroline Thompson

getMade Design

James Johnson

James Hutton Institute

Nicola Strachan

Musician and crofter

Pàdruig Morrison

Scotland's Rural College (SRUC)

Fiona Burnett

Sustrans

Cosmo Blake

Wraptheworld

Neil Butler

A Special Purpose Vehicle (SPV) has been set up to deliver the project and we are now in the process of expanding our team to help deliver this ambitious project.

The new company will be governed by a voluntary Board of Directors with Martin Booth, Executive Director of Finance at Glasgow City Council taking up the Chair. In addition to the Board of Directors, an IDEA Assembly (Inclusion, Diversity, Equality and Access) will play an important role in helping to guide the work of Dandelion.

The IDEA Assembly has nine remunerated roles for freelancers with lived experience, and those with professional knowledge established through engagement with communities of interest, to:

Provide perspectives on Dandelion's programme to ensure it is accessible and reflects the increasing diversity of our population;

Engage with staff and the Board to identify and address key IDEA issues and opportunities;

Bring expertise and a range of views to inform policies and work; Support the development of new partnerships and networks;

Contribute to a review of performance against IDEA outcomes.

DANDELION VALUES

We have identified five organisational core values:

Collaboration - we value each other and seek an open, honest and caring environment which is respectful, productive and enjoyable;

Inclusion - we strive for inclusion and equity for all and recognise that our differences make us stronger;

Engagement - we create events and experiences that enrich and enable the lives of our audiences through their shared experience;

Innovation - we exist to challenge boundaries, search for and welcome new ideas, new thinking and fresh approaches in all that we do;

Integrity - we achieve our aims without compromising our commitment to honesty and integrity throughout our work.

POST SUMMARY

To ensure that the Dandelion Emerging Creative Producers employed by partner organisations feel connected, supported and mentored, the Coordinator will organise continued professional development and training opportunities, bring the Producers together for shared learning experiences and, where appropriate, organise Go - See - Share visits.

KEY ROLES & RESPONSIBILITIES

- Developing and nurturing a network of Emerging Creative Producers across Scotland.
- Organising monthly meetings for the Emerging Creative Producer network to come together to share learning, knowledge, ideas and experiences.
- Organising relevant CPD and training for the Emerging Creative Producers.
- Liaising with key strategic partners, including Keep Scotland Beautiful who will provide Climate Emergency training for the network.
- Championing the work programmed by the Emerging Creative Producers and the communities they are working in and with.
- Connecting the Emerging Creative Producers with other strands of the Dandelion programme.

This job description should not be considered an exhaustive list of duties, and other tasks not included above may arise, which the post holder will be expected to fulfil. These additional duties will be determined by circumstances and be as and when required.

PERSON SPECIFICATION

Essential Skills and Experience

- An experienced facilitator with at least five years of cultural project management experience
- Demonstrable experience in talent development, mentoring or working with emerging or young practitioners
- Strong project management skills
- Experience of managing multiple priorities and being able to work within tight deadlines whilst ensuring attention to detail
- Excellent communication skills and the ability to liaise effectively with a wide range of people
- Good IT skills and confidence in using all Microsoft Office packages
- An ability to work as part of a team and build relationships with communities, colleagues, external partners and stakeholders
- Ability to successfully negotiate differing opinions and manage expectations

Desirable Skills and Experience

- Degree educated in a relevant discipline
- Previous experience of working in a similar role in the arts / third sector
- An interest in community growing

Personal Qualities

We are looking for someone who is:

- A strategic thinker
- Approachable and empathetic
- Flexible and adaptable
- Analytical and a problem solver
- A team player

RECRUITMENT SCHEDULE

1st November	Applications open
22nd November at noon	Deadline for applications
26th November	All applicants advised as to whether or not they have been selected for interview
29th November – 3rd December	Interviews take place
By 8th December	All interviewed applicants are notified of the outcome of their application and offered feedback
From Monday 3rd January	Freelance contract begins

INCLUSION, DIVERSITY, EQUALITY AND ACCESS

The Dandelion Team is committed to creating a positive and inclusive environment where everyone feels respected and valued. We are an inclusive organisation and believe our work will be stronger with greater diversity and, as such, we welcome applications from those who bring a difference to our team. Alongside our Board of Directors, Dandelion has an IDEA Assembly to challenge and guide our work.

Read more about the members at <https://dandelion.scot/about/team>

We welcome the whole person to work, and understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic

backgrounds, disabled candidates, LGBTQI++ and/or those from a low socioeconomic background or requiring flexible working arrangements.

All Black, Asian and ethnically diverse and/or D/deaf or disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

If you have any questions about our working environment please get in touch.

HOW TO APPLY

Please apply in a format that feels comfortable to you. This could be in writing (maximum 2 x A4 sides for a covering letter), or by submitting an audio recording or a video (maximum 10 minutes). Please also include your CV.

Please submit your application to

fiona.dalgetty@dandelion.scot

no later than midday on Monday 22nd November 2021

Please also complete this online equalities monitoring form:

www.dandelion.scot/inclusion-form

The successful candidate will be required to complete an Enhanced PVG with Disclosure Scotland.

We will only request references from the successful candidate.

The information you supply in your application, and by completing the equalities monitoring form, is kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process except in using anonymised data for the purposes of monitoring and reporting.