

Creative Freelancers: Shaping London's Recovery

Facilitator

We are looking for a skilled, dynamic, collaborative and experienced freelance Facilitator to lead the delivery team for this new programme.

This role includes setting up and facilitating meetings and focus groups with a cohort of 50 freelancers across the capital, as well as managing relationships with key funding partners and 50 cultural organisations.

This is a freelance contract for services for 8 months.

We particularly welcome applications from people whose identities are currently under-represented in the performing arts workforce.

We have made a positive commitment to employing d/Deaf and disabled people and guarantee to interview all d/Deaf and disabled candidates who meet the minimum essential criteria for the role.

Deadline for applications: 10am on 10 March 2021.

Remote Interviews: w/c 15 March

Start date: late-March/early April 2021 (exact date to be agreed)

About the programme:

Creative freelancers, particularly those in the performing arts, have been hit hard by COVID-19. From the very start of restrictions, up to 60% of freelancers had lost all of their work, and it is estimated that at least 200,000 Londoners have been excluded from any Government support. The pandemic has also highlighted existing inequalities facing creative freelancers – including a lack of security at work, unequal access to freelance opportunities, and a lack of a basic safety net.

This new programme from the Mayor of London will enable a diverse group of freelancers in the culture sector to come together to explore and make recommendations on the future of freelancing. It will support the Mayor's ambitions to improve working conditions and training, as well as advocating for the statutory changes needed for freelancers.

Creative Freelancers: Shaping London's Recovery will amplify the voices of the self-employed in the culture sector, giving space for freelancers to shape and demonstrate their role in the recovery of London's creative and cultural industries, as well as in wider civic spaces.

The programme brings together up to 50 diverse freelancers from across the performing arts, including performers, directors, writers and designers, with up to 50 leaders of cultural organisations, funders, councils and other key decision makers.

How will it work?

Each freelancer will receive a bursary, match funded by a cultural organisation, and collaborate on a six-month research project in targeted working groups, supported by a freelance facilitation team. They will feed into the Mayor of London's work to improve job creation and retention for freelancers, as well as skills and training, and take part in advocacy and lobbying.

The programme will be facilitated by a freelance team, enabled by Fuel, funded by LEAP, the London Economic Action Partnership, and co-designed by the Mayor of London. It builds on the first national Freelance Task Force initiated by Fuel as a pilot in April 2020, in which 150 organisations sponsored 169 freelancers across the country. It will build on the evaluation and recommendations by Morris Hargreaves McIntyre, which highlighted the positive impact of the pilot, its promising potential, and suggested that external funding would improve future work in this area.

Programme aims

This project will empower creative freelancers in the performing arts sector to make recommendations for London's recovery from COVID-19 in distinct areas:

- Improving job conditions, creation and retention for creative freelancers
- Advocating for an improved statutory position for creative freelancers
- Establishing skills and training opportunities for creative freelancers

This programme will support the civic role of creative freelancers in London's recovery from COVID-19, in policymaking and in delivery.

JOB DESCRIPTION

The Facilitator will play a key role in the successful delivery of Freelance Londoners in Performance: Shaping Recovery.

Lead contact at Fuel: Kate McGrath, Director

Manager of: Communications and Administration Co-ordinator; Bookkeeper; Access Manager

Main Duties and Responsibilities

To facilitate meetings and focus groups with the cohort of freelancers as well as ensuring effective and timely communications with all stakeholders involved in the programme.

Responsibilities include (but not be limited to):

- To manage a full, fair and open recruitment process for the cohort, tracking representation and ensuring transparency;
- To manage a full, fair, open and transparent selection process for the organisations attached to the programme;
- To take responsibility for ensuring the cohort delivers on the over-arching goals set out in the programme's objectives;

- To establish an accessible and democratic mechanism for setting clear, shared internal priorities and realistic internal deadlines for the cohort to own and take responsibility for;
- To ensure the cohort establish clear working groups, in order to maximise personal interaction, which report back clearly and regularly in order to meet the project's objectives and timelines;
- To facilitate and enable the smooth running of all cohort meetings and working group meetings;
- To oversee and support the Access Manager to ensure the programme's approach(es) enable access for all, including but not limited to people with physical and mental access needs, those who are deaf or hard of hearing, blind or partially sighted, and those who experience racism;
- To contribute proactively to relationship management, reporting to key partners on a regular basis, on the progress of activity, highlighting any significant challenges, risks and mitigations, and proposing solutions;
- To take the lead on project reporting, including capturing data, tracking progress against objectives and milestones, and compiling project reports for the GLA and other stakeholders;
- To work with independent evaluators Morris Hargreaves McIntyre on the project's monitoring and evaluation processes;
- To nurture the integration of collaborative working practices across the delivery team, learning from different models across the creative sector, identifying opportunities for replication of strategies as well as innovation;
- To line manage and supervise the work of the Communications and Administration Co-ordinator; Access Manager and Bookkeeper;
- To ensure (in close collaboration with the Communications and Administration Co-ordinator and Bookkeeper) the effective budget management of the programme.

This list is indicative rather than comprehensive, and flexibility is required.

Fuel is committed to ongoing professional development for freelancers and will work closely with the freelancer contracted to ensure that their needs in this area are met.

PERSON SPECIFICATION

Essential:

- Excellent communication skills, written, oral and visual
- The ability to work with a wide range of people from varied backgrounds with varied needs
- Experience of running and facilitating action learning projects with a range of partners
- A minimum of five years relevant experience
- Strong collaborative skills
- A proven aptitude for time management, attention to detail and the ability to work to deadlines
- A hard working, personable and unflappable nature

Desirable:

- An understanding of the creative freelance workforce in the UK

TERMS

Freelance contract. Fee £20,000, payable in 8 monthly instalments of £2,500. March/April to November 2021, exact start and end dates to be agreed.

Base

Home/remote-working.

How to apply:

Please send a one-page expression of interest letter and a CV to recruitment@fueltheatre.com. If you would prefer to send a short video or audio recording, please ensure you include your express of interest and your relevant experience. If you require access support with your application, please let us know via recruitment@fueltheatre.com. Please complete [this monitoring form](#) whichever way you apply.