

# Freelance Opportunity - Help us grow CHWA in the North East

## Job Description:

Freelance Contract (4 days across May and June 2023)

Fee: £1k

Deadline: 5pm on Friday 5 May

Listen to the audio description of this document [here](#).

**Are you based in the North East and thrive on connecting the dots?**

**Are you linked into the arts/ heritage and community sector?**

**Do you want to be part of growing a North East culture/health and wellbeing community that is representative of the region?**

**If so, this role could be for you...**

The North East Culture Health and Wellbeing Alliance (CHWA) Regional Champions are seeking the support of a freelance consultant who can help to broaden and diversify the CHWA membership in the North East this spring. This short piece of work will be preparing the ground for a process of recruiting new CHWA champions, alongside growing the CHWA membership across the region.

## Why now?

The existing Regional Champions are keen to work towards a shared model of representation in the North East that reflects the vast geographical reach and rich, diverse practice of the region.

Alongside one arts and one museum champion, they are looking to recruit two further champions who can amplify the voice of the Tees Valley and the North Rural areas and also reflect a mix of artforms and cultural practices and lived experiences that aren't currently being represented.

Before starting this process of recruitment the aim is to broaden and develop the membership to ensure that the opportunity and invitation is shared with as many people and communities as possible.

CHWA is learning that not everyone who is doing and leading 'creative health' feels part of or identifies with the sector. The post-holder will need to think imaginatively about how to connect with new audiences and under-represented communities.

This work sits within CHWA's roadmap for becoming a more equitable and representative organisation (you can read more about this [here](#)).

Following this phase of development, the regional champions are planning a gathering to welcome old and new members to connect and consider what's next for CHWA in the region.

This event will be an opportunity to learn about and get involved in the recruitment process for new champions, which will happen over the summer.

## Deliverables

- Scope and map organisations and practitioners who are involved in creative health work in the North East or who work to support these people (for example local/regional second-tier or sector-support organisations)
- Identify gaps in the existing CHWA membership in the North East and consider barriers to involvement, collating any feedback that emerges through this work
- Invite identified contacts and target audiences to be involved in CHWA membership and upcoming activities in 2023
- Support Regional Champions with the promotion and delivery of a members event on Thursday 29 June (details to be confirmed)

## Person Specification

We always aim to be collaborative; caring; inclusive; and committed to positive social change. These are our values as an organisation and it's essential you feel comfortable with this, and that you feel you can work in this way.

We also consider the following to be essential for this role. It's important to note though that we are interested in hearing about any transferable skills or experience you have as well as direct experience.

The applicant should be:

- Self-starting - able to work independently and collaboratively alongside a small team of staff and volunteers who work varying hours
- A proactive communicator

- Knowledgeable and connected into networks / organisations and practice across the North East region. This will include those who are involved in creative health and the broader community/ cultural/ creative/ health sectors
- Able to think laterally and use imaginative approaches to making connections with audiences and people with a variety of professional and lived experiences
- Realistic and pragmatic about what's possible with the scale of this short contract
- Experienced in mapping exercises / audience development
- Interested in the relationships between creativity, culture, health and wellbeing

## About the Role

**Contract:** Freelance (remote working)

**Fee:** £1,000 for 4 days (£250 per day). Two installments of £500 will be payable at the start and end of the contract. Reasonable travel expenses for the event on 29 June will be reimbursed separately.

**Timeframe:** May–June 2023, with 0.5 days used to support the event on Thursday 29 June at the Discovery Museum, Newcastle. The remaining hours can be worked according to the post-holder's availability.

**Place of work:** This is a remote role, apart from the gathering in June in Newcastle.

You will be working with CHWA Regional Champions: Kate Parkin, Sophie Mitchell and Joanne Charlton; and CHWA's National Coordinator, Hayley Youell.

## How to Apply

if you'd like to speak to us before applying, please contact Hayley at [info@culturehealthandwellbeing.org.uk](mailto:info@culturehealthandwellbeing.org.uk) for an informal conversation.

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 Duties 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. We would also like you to confirm that you have the capacity to deliver this work within the timeframe above.

Please tell us about any access needs we can meet to support your application process. We'd also appreciate it if you could click on this link and fill out this [Equality, Diversity & Representation form](#) when you apply. This form is anonymous and we won't be able to connect it with your application, but it helps us assess whether we are reaching a wide pool of candidates. If the link doesn't work for you let us know and we will find an alternative.

We are committed to ensuring our organisation is as diverse and representative as possible and are using the [IncArts Unlock tool](#) to support this recruitment process. 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.

**Applications open: Friday 14 April 2023**

**Applications close: Friday 5 May 2023**

**Selection:** There is no interview process for this role. We will assess applications based on what you send us, and will contact you as soon as we can.

For more information and to apply, please email Hayley Youell at [info@culturehealthandwellbeing.org.uk](mailto:info@culturehealthandwellbeing.org.uk)