



# JOB PACK

**Fun Palaces  
Ambassador**  
**(part-time, 2 days per week)**

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## The Role

We are looking to recruit a part-time Fun Palaces Ambassador to work 2 days per week developing relationships with our communities and promoting and championing the Fun Palaces campaign. Although working fairly independently, the Fun Palaces Ambassador sits within Eden Court's Engagement team. You will be building on the work of prior Fun Palaces Ambassadors at Eden Court, and will be encouraged to develop the work according to your own interests and talents, as well as the opportunities and needs you see, in line with Fun Palaces' and Eden Court's objectives.

Fun Palaces Ambassadors celebrate the creativity and culture of local people; help grow self-led networks of local cultural leaders (we call them Makers); connect people and organisations (including and especially their host) to collaborate for change from the grass-roots up; make the most of local and regional strengths and assets, and share widely what they have learned. **For the most part, the Ambassadors do this by making and maintaining connections.** All our Ambassadors are local people, working with a variety of partner organisations across the UK. Like the Fun Palaces core team, they are all part-time, meaning that any other work that they do and their own interests passions, and positions in the community, feed in to and are supported by, their work with Fun Palaces.

There are currently Fun Palaces Ambassadors in Cornwall, Devon, Bristol, Northern Ireland, North Wales, Scotland (Edinburgh and Inverness), Gateshead, Sheffield and Rotherham.

You may not have worked in the cultural sector before, but you will have a commitment to social justice. Different perspectives, experience and knowledge are all key to the growth and development of Fun Palaces, and there is scope for you to develop the role around your interest and expertise.

We are keen to hear from a diverse range of candidates from all backgrounds with different skills and interests. We will always want different perspectives, experience and knowledge impacting on how Fun Palaces grows and develops.

You can read more about Fun Palaces [here](#) and about Eden Court [here](#).



# What we are looking for

Fun Palaces and Eden Court want to encourage a culture where people can be themselves and be valued for their strengths.

We welcome interest from all sections of all communities and cultural backgrounds, and candidates with disabilities. We will offer an interview to anyone who identifies as working-class, a person of colour, transgender, non-binary or genderqueer, D/deaf, visually impaired, disabled or neurodivergent AND meets the criteria within the Experience / Knowledge / Skills / Qualities listed for this role.

If you would like this to be a consideration please indicate in your application. We will not use your Equal opportunities form to assess your eligibility. All applications will be assessed on merit.

## **Experience / Knowledge / Skills / Qualities**

- A passion for the Fun Palaces campaign and the legacy it will create.
- Excellent knowledge of Highland and/or Northern communities.
- An interest in cultural policy and having an opportunity to contribute to current debates.
- Ability to think and plan strategically
- Experience of developing community led engagement projects with individuals and groups from a wide range of backgrounds and cultures.
- Excellent administrative and organisational skills with an attention to detail and ability to manage multiple projects concurrently, including budget management.
- The ability to communicate clearly, in whatever format works best for you. The role requires you to have conversations with lots of different people in different settings and there a requirement to be able to write clearly but support can be given to help ensure that correspondence says what it means to.
- Good IT skills, including Office applications, the internet, Zoom and email.
- Ability to work effectively within a busy environment including periods of intense pressure to meet non-negotiable deadlines.
- An ability and willingness to travel to locations across the Highlands, and to quarterly meetings across the UK.
- A commitment to equality and access and the Fun Palaces ethos 'everyone an artist – everyone a scientist'
- Committed, self-motivated with excellent interpersonal skills.
- Keen interest in and empathy with creative community engagement.
- Flexibility in working hours. More information about the type of flexibility we mean can be found [here](#), in the "Employment Details" section.

# Job Description

The role of Fun Palaces Ambassador at Eden Court has existed since early 2020, in partnership with Fun Palaces and funded by The National Lottery Community Fund. The Ambassador will have a remit to promote the Fun Palaces campaign across the Highlands working alongside the other Fun Palaces Ambassadors.

## Key aims of the role

To celebrate the creativity and culture of local people. To identify and develop long term and useful partner relationships across Scotland and in particular with Northern communities, making connections between groups, institutions and individuals. To plan, develop, produce and evaluate a creative, exciting and bold year round programme aimed at developing these new relationships, supporting the emergence of a self-led network of local cultural leaders and linking communities to the work of Eden Court and the objectives of the Fun Palace campaign.

In partnership with Fun Palaces and the recruitment of this new Ambassador, we will celebrate communities across Scotland; connecting people and organisations to collaborate for change from the grass-roots up; making the most of local and regional strengths and assets; profiling the value of cultural participation as an essential part of a healthy society, and campaigning for communities to take the lead in the cultural sector.

## Duties and Responsibilities

- Identify and develop links with the theatre and local people, building skills and confidence to share their creativity and culture.
- Run events and workshops to introduce the Fun Palaces campaign and excite potential volunteers to get involved.
- Work with Fun Palaces and Eden Court to establish an evaluation framework for this role in response to FP's and Eden Court's overall objectives.
- Submit a short report every quarter detailing progress on the agreed action plan / framework.
- Support volunteers/local cultural leaders to run and develop creative activities and events across the Highlands. Including supporting volunteers to create community-led Fun Palaces on the first weekend of October every year as well as supporting the network of volunteers and cultural leaders all year long.
- Where appropriate to link their work with communities with the theatre's artistic programme to support Eden Court's civic duty as a public arts space which aims to reclaim local and regional public spaces for all.
- Make sure that the diversity of our communities is represented, following Eden Court's Equality, Diversity and Inclusion planning and Fun Palaces objectives.
- Collect evidence and analyse it, to make sure the project is having impact; researching and learning as you go.

- Represent the organisation, and contribute to a quarterly Action Research programme with other Fun Palaces partners. The Action Research programme takes place across the UK, and therefore this is an expectation of some travel.
- Alongside the Head of Engagement make sure the work meets Eden Court's and Fun Palaces objectives (in line with funding body: The National Lottery Community Fund)
- Deliver within delegated project budgets and to project schedules
- To be responsible for the administration and databases for the project in compliance with Data Protection legislation and Eden Court's systems to ensure comprehensive, relevant up to date communications.
- Support the Head of Engagement and Eden Court's Marketing Team in speaking to the public about the work of the department and project, playing an active advocacy role for the Fun Palace campaign – including local press, online platforms and social media.

### **General Duties**

As a term of your employment you may be asked to work flexible hours to support the operation of the organisation and the delivery of Fun Palaces.

Participate in all training and development initiatives as required.

As a member of Eden Court staff you will be required to implement certain key policies including Environment and Climate Crisis, Equal Opportunities, Safeguarding, Customer Care, Access and Health & Safety.

## Employment Details

<b>Job Title</b>	Fun Palaces Ambassador
<b>Salary</b>	£145.60 per day
<b>Contract Term</b>	12 month freelance contract with the potential to extend.
<b>Hours of Work</b>	16 hours per week, excluding meal breaks. You will typically work the equivalent of two 8-hour days per week but this will vary. You will be in control of your own schedule, but will be expected to take part in regular virtual meetings on Tuesdays, and to attend quarterly Action Research meetings around the UK, which will involve travel over several days. (To support sustainable travel, you will be eligible to charge for extra time taken to travel by boat/train rather than by air). This role will involve initiatives at different times of the year requiring extra hours per week; such as in the run up to and including the Fun Palaces weekend in October.
<b>Location</b>	Eden Court Highlands, Bishops Road, Inverness, IV3 5SA although some homeworking will also be possible
<b>Department</b>	Engagement
<b>Line Manager</b>	Head of Engagement

### Other Benefits

- Complimentary and discounted tickets to events at Eden Court;
- Free soup 'homemade' daily by our Chef and 20% staff discount at Eden Court's Café/Bistro.
- Employee Assistance Programme, including a free confidential helpline offering legal advice and health support on a range of different issues
- Free parking

## Some Further Info on Fun Palaces

*"Fun Palaces (...) is a campaign or - better - an idea. The idea is that people create culture because it is essential to their being in the world. When it comes to our culture and our needs, each of us is a world expert. Fun Palaces helps us make more of who we are and what we already have."*

François Matarasso, Community Artist and Writer, 2020

Fun Palaces is a national and international campaign working towards a world where everyone has a say in what counts as culture, where it happens, who makes it, and who experiences it.

The first weekend of October every year is the Fun Palaces weekend of celebration. This is when community 'Makers' run fun and locally-led activities, public venues hand over their space for a community-led takeover and/or other events like these happening throughout the year can be shared and celebrated as part of the Fun Palaces movement. You can see our reports and short films of past Fun Palaces Weekends here: <https://funpalaces.co.uk/about-fun-palaces/evaluations-2014-2019/>

This is the tip of the iceberg though, as Fun Palaces campaigns year round for everyone's culture to be celebrated, funded, and enjoyed. This means supporting cultural institutions to boldly hand over their resources to their communities; supporting communities and community members to have their brilliance recognised; connecting people and organisations locally and nationally and sharing learning as widely as we can. You can read our aims here: <https://funpalaces.co.uk/about-fun-palaces/aims-and-objectives/>

Fun Palaces is supported by a team of 5 based in London and Bristol, and a team of 11 Ambassadors, based across the UK, who work out of 10 partner organisations. Each Ambassador and each partner organisation brings their own skills, expertise and interests, and what their roles look like day-to-day is unique to each area. Crucially, the whole organisation and the partners come together quarterly for Action Research meetings which allow us to share our learning, and learn from each other. These meetings are hosted in turn by the various partner organisations.

We have a culture of supporting people to take their work in the direction which makes the most of their unique skills, talents and interests. We hope that everyone in the organisation feels heard, and we know that we can always do better, and are willing to be told when we get it wrong. Everyone in the organisation has a say in how we grow and develop.

Whilst by some measures we are a diverse team, by others we are not. We are 81% White and 81% female. The people taking part in Fun Palaces are more diverse. In 2021, the Makers for whom we have data were 80% White, and 74% female. The majority of Fun Palaces happen in postcodes which are in the most deprived third of the Index of Multiple Deprivation, and 20% are led by someone with a disability or health condition.



## Some Further Info on Eden Court

At Eden Court we are proud to be Scotland's largest combined arts organisation. We present and make work with, by and for the people of the Highlands and Islands and those who visit us.

We have three connected buildings on the banks of the River Ness that collectively span three centuries, and are home to our two theatre spaces, our cinemas and our studios, as well as our busy café.

We are open 7 days and welcome audiences, artists, participants and visitors to our building. We want to be a place where people come to buy tickets to see a show, come to take part in a workshop or simply come to shelter from the rain.

We take our civic duty seriously and aspire to be a building that is accessible and welcoming to all. We believe that the people who make up our community have the right to creative and cultural lives and that there are brilliant cultural leaders in every community. This is a big part of the reason we work with Fun Palaces- we really want to champion cultural democracy and challenge the notion that only *some people* can be artists, and that only *some other people* can lead organisations like ours.

The Fun Palaces Ambassador works within the Engagement team, and on days when you are working at Eden Court you will be based in our office. The Engagement team is a small team made up of arts practitioners and project managers who design and deliver our programmes or activities. Working with us is good fun and there are usually interesting conversations to be had in our office over free soup at lunch time.

Whilst you'll be working with us, and within the Engagement team, you will also work fairly independently to deliver as Fun Palaces Ambassador. Sometimes the work will naturally overlap with the Engagement programme and we'll all collaborate together.

In your role, you'll be supported by our Marketing team, our Finance team, our Visitor Experience and Technical teams (when you are running events in the building) as well as your colleagues in the Engagement team.

# Got Questions?

## Digital Information Session - Wednesday 1<sup>st</sup> June at 11.30am

We are hosting a digital information session which will give prospective applicants the opportunity to learn more about the job, meet some of the people you will be working with and to ask questions.

To sign up to attend, please click [here](#).

If you'd like more information, or have questions to ask, we'd love to hear from you.

- Send a confidential e-mail to Lucy McGlennon, our Head of Engagement at [lmcglennon@eden-court.co.uk](mailto:lmcglennon@eden-court.co.uk)
- Alternatively, get in touch with the team at Fun Palaces HQ – [hello@funpalaces.co.uk](mailto:hello@funpalaces.co.uk)
- Arrange a 1-to-1 conversation by e-mailing [lmcglennon@eden-court.co.uk](mailto:lmcglennon@eden-court.co.uk) or [jobs@eden-court.co.uk](mailto:jobs@eden-court.co.uk)

Please note these are all informal ways of contacting us and will not be taken into consideration when reviewing your application.

## How to Apply

Please apply by sending a recent CV and one of the following 4 options, detailing why you are interested in the role, your relevant experience and why you're the right person for the job to: [jobs@eden-court.co.uk](mailto:jobs@eden-court.co.uk):

- a letter (either on paper or emailed) that is no longer than 500 words.
- a video that is no longer than three minutes.
- a voice recording of no longer than three minutes.
- a Power Point presentation of no more than five slides (no more than 500 words).

Large file sizes can be sent to [jobs@eden-court.co.uk](mailto:jobs@eden-court.co.uk) using [WeTransfer](#).

Please make sure your files are all clearly named (with your name). If you are sharing your video via a link, please upload a named file, containing that link.

Please also complete [this online Equalities Monitoring form](#).

Everyone will be considered equally, regardless of how they choose to apply.

**Applications must be received by noon on Friday 24<sup>th</sup> June 2022.**

# Application Timeline

**Wednesday 1<sup>st</sup> June, 11.30am**

Digital Information Session

We will be holding an online information session in which you will meet some of the people who you will work with as Fun Palaces Ambassador. You can sign-up [here](#).

**Friday 24<sup>th</sup> June, 12pm**

Deadline for applications

**Tuesday 5<sup>th</sup> and**

Interviews

**Wednesday 6<sup>th</sup> July**

This will be an informal interview, lasting approximately 40 minutes, with a small panel. We will send you some pre-interview information, including details of who you will meet, in advance.

You will also have the chance to ask us questions.

**By Monday 11<sup>th</sup> July**

Decision communicated to interviewees

**Week of 11<sup>th</sup> July**

Feedback given to all applicants

We hope to provide everyone with some feedback in a format that best suits you.

We would like to successful applicants to start as soon as possible. Start dates will be agreed with the successful candidates; taking into consideration any outstanding commitments.

**Fun Palaces is supported by the National Lottery Community Fund:**

