

**The Albany
Douglas Way
Deptford
SE8 4AG**

www.thealbany.org.uk
www.funpalaces.co.uk

Role: Fun Palaces Co-Director

Contract: Fixed term, 2 years with potential to extend.

Hours: This is a flexible, part time role of two to three days a week.

Pay scale: This position is currently freelance with a daily rate of £180 a day. This is equivalent to an annual full-time salary of approximately £40,000.

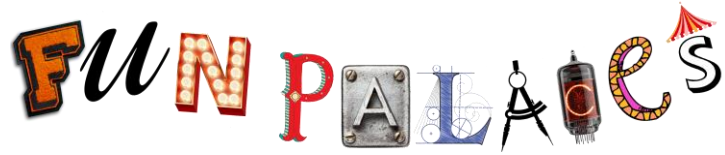
In addition: Fun Palaces is a national (and international) campaign - travel across the UK is an essential part of the job.

Fun Palaces functions as a discrete ring-fenced project within the Albany. The Fun Palaces Co-Director will therefore be contracted by the Albany.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**





Dear Applicant,

Thank you for your interest in Fun Palaces and this opportunity to work with the Fun Palaces team.

We are thinking widely about this role and are keen to hear from people from all backgrounds with a variety of ideas and interests. We will always want different perspectives, experience and knowledge contributing to Fun Palaces' future. If you get the job and need additional adjustments or assistance to enable you to do it, we will work with you to put them in place.

Below you will find our version of a job description, based on what we currently know. However, there is so much we don't know, so we are genuinely open to hear about you, what you could bring and what you would like to do.

Practically, the role is part time, with the opportunity for flexible working. We are also flexible about where you live - Covid has made it clear that we don't need to be constrained by location. However, the job will eventually involve travel and there is an expectation that the small HQ team, of which this role is a part, will work together, at the Albany, Deptford, at least once a fortnight.

At its heart Fun Palaces is about bringing people together; it's about recognising the genius in everybody; it's about believing that creativity in the community can change the world for the better and it is clear that this is more important now than ever. If you believe in the work and have ideas of different ways we could pursue our objectives; directions we could go in; people we might team up with; or ideas we should try - please apply. If you would like an informal conversation before applying, please email hello@funpalaces.co.uk and we will put you in touch with one of the team.

Most importantly, we are looking for an individual who is excited by our mission and who has the courage, energy and ideas to share the leadership of Fun Palaces through the next chapter of our development and the uncertainties and complexities of the emerging post COVID landscape.

We look forward to hearing from you.
The Fun Palaces team.

2



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Co-Director of Fun Palaces: JOB DESCRIPTION and INFORMATION

1) Why is there a vacancy?

Stella Duffy and Sarah-Jane Rawlings, the co-founders of Fun Palaces are leaving; Stella at the end of January, Sarah-Jane in late spring/early summer. Kirsty Lothian, our producer since the beginning, will step up as co-director, and we are now recruiting for someone to work with her, alongside our Ambassadors. There are currently seven Ambassadors across the UK, with three more starting in October 2021. Like the core team, they are all part-time, working with a variety of partner organisations. You can read [more about them here](#).

2) Who are we looking for?

We are looking for an inspirational leader to join the team, with a variety of experiences, specifically in the cultural, voluntary and / or community sector; someone who is passionate about working with communities everywhere and who has experience of being a bold advocate / campaigner for diversity, inclusion and cultural democracy.

If you believe in our aim and objectives:

To equally value everyone's creativity and every community, through working together, handing over control and challenging the status quo.

- To shine a light on and value everyone's existing creative skills and activities.
- To reclaim local and regional public spaces for all.
- To connect people (and organisations) to collaborate for change in their communities.
- To make the most of local, regional and national strengths and assets, including individuals' abilities.
- To shift the perception of culture to one that embraces and values everyone's cultural participation and production, and for resources to be apportioned accordingly.

And have ideas and experience of working for long term change - you might be exactly who we need.

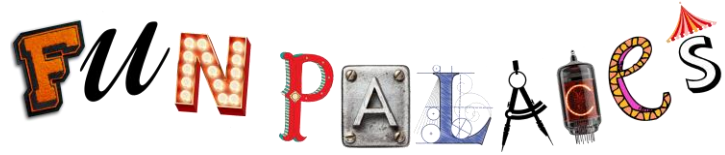
3) What skills and experiences are required?

The work of Fun Palaces HQ is multifarious and involves encouraging the creation of Fun Palaces in communities nationwide; supporting skill sharing and capacity building in the arts, sciences and heritage sectors; building a profile for the campaign both with the public and with decision makers; measuring the difference we are making; fundraising and strategic planning for the future.

The co-director role is responsible for all of this and more, and therefore demands a wide range of skills and experience. Job descriptions at Fun Palaces are very flexible and have so far been dictated by the skills and interests of the team. This is a leadership role and we would expect those interested to be able to provide most (not necessarily all) of the following:

- clear and strategic leadership for the next evolution of Fun Palaces;
- knowledge and experience of the voluntary and / or community sector;
- advocacy for the values of the campaign and cultural democracy to a diversity of stakeholders including high profile presentations and networking;
- experience in marketing and communications;
- equal, fair and flexible team management;
- experience in strategic financial management and fundraising.

As well as also being happy to do numerous administrative and practical tasks such as shifting boxes, encouraging Makers, updating the website and making tea. We are a very small team!



4) Interested?

We'd love you to make an application in a way that feels best for you.

We especially welcome interest from Black, Asian, Minority Ethnic, D/deaf and disabled candidates.

All you have to do is email, vacancies@thealbany.org.uk with your CV (and two referees) and one of the following:

- a **letter** (either on paper or emailed) that is no longer than 1000 words.
- a **video** that is no longer than five minutes.
- a **voice recording** of no longer than five minutes.
- a **Power Point presentation** of no more than ten slides (no more than 1000 words).

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

We also ask that you complete the [equality and diversity monitoring form](#) and send it in as a separate document with your application.

If you need to receive this information in a different format, please contact us on hello@funpalaces.co.uk or send a voice or text message to 07716 777236.

The deadline is 10am on Monday 15 March.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



5) What should I include in my application?

Working from the information in this job description and what you know about Fun Palaces:

- tell us why you want to be part of the Fun Palaces team;
- give us details of the qualities and experiences you would bring to the role;
- tell us what you would like to do if you got the job.

We will ensure we meet the access requirements of all candidates invited to interview.

6) Timeline

- **Monday 15 March, 10am:** deadline for applications.
- **w/c 15 March:** short-listing, all candidates contacted by the week's end.

There are four interview stages - as much an opportunity for you to find out whether this is a role you really want, as for us to get to know you.

- **w/c 22 March:** first round interviews (with Kirsty Lothian - co-director, Sarah-Jane Rawlings - co-director, Jack Morrison - our Ambassador in Cornwall, and an external partner).
- **w/c 29 March:** an opportunity to meet and work with Ambassadors and Makers.
- **w/c 29 March:** a virtual coffee and chat with Stella Duffy, co-founder Fun Palaces.
- **w/c 5 April:** final interview.
- **Monday 12 April:** decision made and all candidates informed.

All meetings with candidates will be conducted remotely.