



**ARVON**

**Relief Centre Assistant**

**Lumb Bank, The Ted Hughes Arvon Centre**

**Heptonstall, Hebden Bridge, West Yorkshire**

**Information Pack**

**April 2017**



April 2017

Dear Applicant,

Thank you very much for your interest in the position of Relief Centre Assistant at Lumb Bank. I am delighted to provide you with some information about Arvon, our work and the role itself.

Arvon is a thriving and ambitious arts charity, celebrated for its unique ability to discover and develop the writer in everyone. A flagship of excellence, it has been described by Poet Laureate Carol Ann Duffy as 'the single most important organisation for sharing and exploring creative writing in the UK'.

Arvon produces an annual programme of residential creative writing courses at three historic houses in Shropshire, Devon and Yorkshire. Tutored by leading writers, the week-long courses offer a powerful mix of workshops and individual tutorials, with time and space to write, free from the distractions of everyday life. A third of Arvon's residential weeks are with schools, young people and disadvantaged adult groups, many of which have taken advantage of our grant scheme.

Lumb Bank is Arvon's Yorkshire writing centre; the 18th century house was once owned by Ted Hughes. Relief Centre Assistants assist in hosting tutors, students and visitors during the Centre's creative writing courses, covering as host when the Centre Assistant or Assistant Centre Director is unavailable. This is casual contract; hours are variable, depending upon Arvon's needs. Relief Centre Assistants report to the Centre Director.

The documents accompanying this letter give you more information about the activities of the organisation. You are also strongly advised to visit our website: [www.arvon.org](http://www.arvon.org)

In this Information Pack you will find

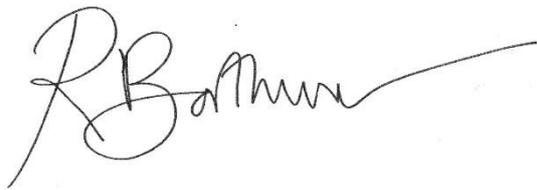
1. Advertisement
2. Letter of introduction from CEO and Artistic Director
3. Job Description and Person Specification
4. Details of how to apply and the timetable
5. Arvon staff organisation chart
6. Arvon's vision and values
7. Application Form
8. Arvon Equal Opportunities Monitoring Form

We welcome your application for Relief Centre Assistant. If you have any questions about the role or the organisation, please get in contact with Yvette Blackwood, Arvon's National Administrator (by e-mail [yvette.blackwood@arvon.org](mailto:yvette.blackwood@arvon.org) or by phone on 020 7324 2554) or you can also speak with Rosie Scott, the Centre Director at Lumb Bank, on 01422 843714.

Your Application should consist of a completed application form, an up-to-date CV and a personal statement, and should be sent to Yvette at our London office by 10am on Monday 24 April. We will be holding interviews at Lumb Bank on Tuesday 2 May and Wednesday 3 May.

We look forward to hearing from you.

With all best wishes,

A handwritten signature in black ink, appearing to read 'R Borthwick', with a long horizontal flourish extending to the right.

Ruth Borthwick

Chief Executive and Artistic Director

Arvon



## Relief Centre Assistant Job description

**Reports to:** Centre Director

**Base:** The Ted Hughes Arvon Centre, Lumb Bank, Heptonstall, Hebden Bridge, West Yorkshire

**Salary:** £11.37 (gross) per hour including holiday allowance.

**Hours:** This is casual contract. Hours are variable, depending upon Arvon's needs. You are not obliged to accept work on every occasion we offer it to you.

**Purpose of the role:** to assist in hosting tutors, students and visitors during the Centre's creative writing courses, covering as host when the Centre Assistant or Assistant Centre Director is unavailable.

### Responsibilities

#### Hosting Courses

- Welcoming tutors, students and visitors to the Centre and making sure that all reasonable accommodation and food needs are met
- Making tutors and students aware of how the courses and centre are run, providing support throughout their stay
- Ensuring health and safety requirements are met
- Facilitating introductions between tutors and students
- Formally introducing Tuesday and Wednesday evening readings, hosting and participating
- Ensuring the students and tutors' timely departure on Saturday morning, assisting with travel arrangements if necessary
- Ensuring that the centre is left secure, in safe and good condition while unattended
- Assisting with evaluation of courses

#### Catering

- Preparing light lunches for a maximum of 25 people
- Supervising and supporting teams of writers preparing dinner and washing up
- Ensuring food hygiene regulations are adhered to at all times

#### Buildings

- Completing and monitoring any necessary buildings checks
- Noting and communicating any buildings issues that may arise whilst on shift

- Resolving any buildings issues requiring urgent attention
- Acting as the fire marshal and designated first aider as required

#### Generic responsibilities

- Upholding Arvon’s values
- Ensuring that Arvon’s policies are implemented in every area of work
- Any other task that may reasonably be required by The Arvon Foundation to deliver its strategic goals, as set out in the business plan

#### Person specification

The ideal candidate must have

- Excellent practical and domestic skills including basic household maintenance
- The ability to use own initiative
- The ability to follow health and safety procedures, including an awareness of the potential hazards and issues of working within a historic building
- The ability to follow food hygiene procedures, willingness to undertake a food hygiene training certificate
- A first aid training certificate, or willingness to undertake training
- Excellent interpersonal and communication skills
- The ability to prepare light lunch for a maximum of 25 people
- Be computer literate, confident using Microsoft Office applications, email and the internet
- Hold a full UK driving licence

It would be desirable to have

- Excellent negotiation skills
- The confidence to work alone
- The ability to remain calm in emergencies
- The ability to work collaboratively
- The ability to supervise teams of writers preparing dinner and washing up
- An interest in a broad range of writing genres and contemporary writers
- Experience of the education sector or the Arts
- Experience of working with people with a wide range of individual needs
- The ability to understand the needs of developing writers
- The ability to be friendly and positive, welcoming, patient and understanding

**Arvon is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. Arvon expects board members, managers, employees and contractors to ensure that every individual with whom we come into contact is treated with dignity and respect.**

April 2017

## How to apply and timetable

**How to apply:** please send your completed application form and CV together with a personal statement explaining why you are interested, how you meet the Person Specification and what you will bring to the position of Relief Centre Assistant at Lumb Bank to:

[yvette.blackwood@arvon.org](mailto:yvette.blackwood@arvon.org), or by post addressed to:

Yvette Blackwood  
Arvon  
Free Word Centre  
60 Farringdon Road  
London  
EC1R 3GA

Please also submit a completed equal opportunities monitoring form.

**Recruitment timetable:** Please ensure that you will be able to meet the application deadline and dates for interview. If you have any concerns about this, please do let us know:

- **Monday 24 April 2017, 10am:** closing date for applications
- **Tuesday 2 May and Wednesday 3 May 2017:** interviews at Lumb Bank

We look forward to hearing from you and receiving your application.

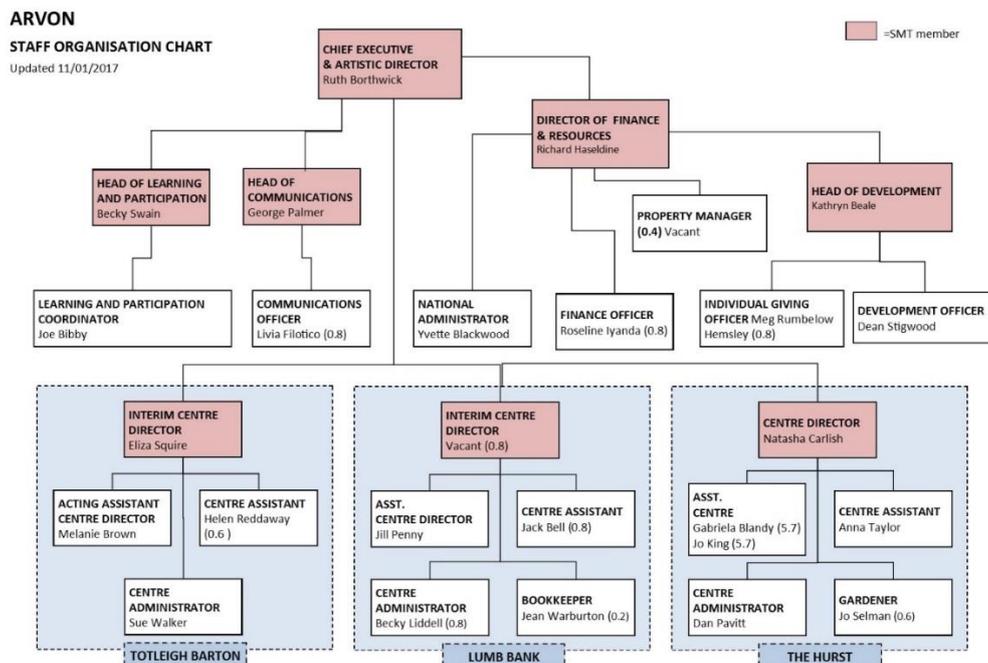


## STAFFING STRUCTURE

Arvon’s residential writing centres are managed by a Centre Director. The other staff at each of the centres are the Assistant Centre Director, Centre Assistant and Centre Administrator/Bookkeeper. All of our centres also employ a staff cleaner and gardener. From time to time each centre engages relief staff to cover permanent staff when they are either on training, planned leave or sick leave.

The demands on all centre staff can be intense requiring keen practical and interpersonal skills, combined with energy, enthusiasm, and a desire to provide a welcoming and hospitable environment for a regularly changing cohort of guests: the writers and tutors who arrive every week for up to 45 weeks per year. Much of the work is also unglamorous and domestic in nature, and the centres need a great deal of attention to keep them running smoothly. Relief staff will be booked and line managed by the Centre Director, or by another member of centre staff in the Centre Director’s absence.

## Arvon Staff Organisation Chart





## OUR VISION

We believe creative writing can change lives for the better.

Creative writing allows us to harness our imagination and find our voice. It creates new possibilities, new ideas, new futures. It unlocks our potential, our empathy and our hope. And we're keen to share this opportunity for transformation with as many people as possible.

## WHAT WE DO

We produce residential and city-based creative writing courses and retreats for schools, groups and individuals, led by highly respected authors.

Founded in 1968, we now have three writers' centres, in Devon, Shropshire and Yorkshire, and offer courses across a wide range of genres.

We offer a home for the imagination, where anyone, regardless of writing experience, can step away from their normal routine, immerse themselves in the creative process, be inspired by experienced writers and release their imaginative potential.

## OUR VALUES

**Inclusive:** We believe everyone is creative. We create a space that is open to all, where anyone, regardless of writing experience, feels welcome and included as part of a community of writers.

**Inspiring:** Step away from the routine, be inspired by writers and our beautiful places and release your imaginative potential. Arvon is a place for contemplation, challenge and going beyond what you thought you were capable of achieving.

**Supportive:** Creative writing is a craft that can be learnt, through guidance from experts, and through the peer support that comes from creative friendships with fellow writers. At Arvon, writers teach writers, and everyone encourages each other to become a better writer.

**Transformative:** Immersing yourself in creative writing nourishes the imagination, can deepen the connection to self and to the world, and can lead to dramatic change and progress.



## APPLICATION FORM

There are three parts to your application: basic and personal details, CV and a personal statement. Further explanation of each section is given below.

Post applied for: \_\_\_\_\_

### Part 1: Basic and personal details

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Gender:      Male                  Female                  Non-binary                  (please circle)

Date of birth \_\_\_\_\_                  Nationality \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Can you make the given interview date for this post?    Yes     No

If appointed, how much notice would you need to give, and when could you start work?

\_\_\_\_\_

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?

Yes  No

If yes, please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview and we will do our utmost to accommodate your needs.

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I confirm that I am legally entitled to work in the UK and do not require a work permit.

I confirm that I am not disqualified from working with children and/or included on the DfE's List 99.

Do you have any past unspent criminal convictions? Yes  No

If yes, the details of the criminal offence(s) must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you, and enclosed with this form in a sealed envelope marked 'confidential'.

Have you ever been dismissed from any post (whether paid or voluntary) or disciplined by any employer for any conduct involving dishonesty, fraud or theft?

Yes  No

If yes, please give details on a separate sheet of paper and enclose with this form in a sealed envelope marked 'confidential'.

Do you have a full valid UK/EU driving licence? Yes  No

### Declaration

I confirm that all the information provided by me as part of my application is true to the best of my knowledge and acknowledge that if any information I have provided turns out to be false, or knowingly omitted or concealed, my application may be withdrawn from the recruitment process.

If you have provided inaccurate or incomplete information and have already been offered the post, the offer may be withdrawn and if you have begun work, you may be dismissed at any time, without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 2: CV and references

You should include a full and up-to-date curriculum vitae that includes details of:

- Your education history from secondary school onwards, including any exams taken, dates and results, plus postgraduate qualifications and professional training. You should be prepared to provide certificates and proofs of results if required;
- Your relevant work history post-16, including details of your employers, dates of employment, plus roles and responsibilities for each, and reasons for leaving;
- If you have any periods post-16 in which you were not working or in full-time education, please give details. This might include periods volunteering, raising a family, travelling etc.;
- Any additional substantial personal achievements or activities outside work and formal education which demonstrate your broader interests or personal qualities;
- Two referees. One of the two must be your current employer (if applicable). Please provide their names and positions, and as many contact details as you can. We will not request references until after interviews; no offers of employment will be made until satisfactory references have been obtained.

## Part 3: Personal statement

This is the most important part of the form and may determine whether or not you are shortlisted for interview.

You should provide us with a detailed personal statement, which includes the following:

- Why you want this post and what appeals to you about the job, and about working for Arvon;
- Why you feel you are the best person for this post, including details of your qualities, skills, experience and knowledge that are relevant to this post. You should make sure you clearly address each separate point within the job description and person specification, demonstrating how your past experience relates to each point and illustrating with specific examples;
- Your relationship to creative writing, whether as a reader, writer or both, its importance to you, and how you feel this would shape your contribution to Arvon;
- What your approach to this job would be and what you would hope to achieve during your time here.

No specific format is necessary and you are encouraged to make this statement your own, reflecting your own personality and putting your case for why you should be interviewed. You should also give the recruiting panel a strong idea of how you would approach the role.

You should do so in no more than 1000 words.

## Arvon Equal Opportunities Monitoring Form 2017



Arvon is an equal opportunities employer. By completing this form and returning with your application you can help us to ensure that we make all our job opportunities as open as possible. This form is anonymous and will be separated from your application before shortlisting. Thank you.

**YOUR AGE:** (please tick one box)

18 – 25     26 – 35     36 – 45     46 – 55     56 – 65     66+

**GENDER:** (please tick one box)

Female     Male     Non-binary     Prefer not to say

**YOUR ETHNIC BACKGROUND:** (please tick one box)

**White**    English     Gypsy or Irish Traveller   
Scottish     Irish   
Welsh     Any other White background   
Northern Irish

**Mixed or multiple Ethnicity**    White and black Carribean     White and Asian   
White and black African     Any other mixed Background

**Asian/Asian British**    Indian     Chinese   
Pakistani     Any other Asian Background

**Black/Black British**    African     Any other black Background

**Other ethnic group**    Arab     Any other ethnic group

**Prefer not to say**

## DISABILITY

The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long term adverse effect on their ability to perform normal day to day activities. It also covers people who have been diagnosed with HIV, cancer or multiple sclerosis.

Does the definition above apply to you?: (please tick one box)

Yes       No       Prefer not to say

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Many thanks for your help.