



ARVON

Relief Staff

The John Osborne Arvon Centre, The Hurst, Clunton,

Craven Arms, Shropshire

Information Pack

April 2017



April 2017

Dear Applicant,

Thank you very much for your interest in the position of Relief Staff at The Hurst. 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.

The Hurst is Arvon's Shropshire writing centre; the 19th Century Manor House was once owned by John and Helen Osborne. Relief Staff assist in hosting tutors, writers and visitors during the Centre's creative writing courses and covering as host when the Centre Assistant or Assistant Centre Directors are unavailable. This is a zero hours contract and hours are variable, as required depending upon Arvon's needs and not guaranteed. Relief Staff 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

In this Information Pack you will find

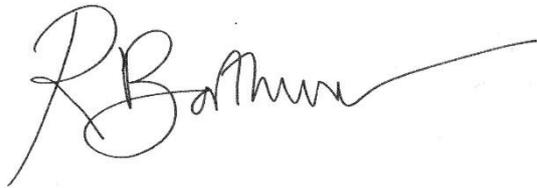
1. Letter of introduction from CEO and Artistic Director
2. Job Description and Person Specification
3. Details of how to apply and the timetable
4. Arvon staff organisation chart
5. Arvon's vision and values
6. Application Form
7. Arvon Equal Opportunities Monitoring Form

We welcome your application for Relief Staff.

Your Application should consist of a completed application form, an up-to-date CV and a 1 page letter explaining why you are interested, how you meet the Person Specification and what you will bring to the position of Relief Staff. These should be sent to The Hurst by 5pm on Tuesday 25 April, see details of **how to apply** on page 6. We will be holding interviews at The Hurst in the week commencing 1 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 Hosting Staff job description

Reports to: Centre Director

Base: The Hurst, The John Osborne Arvon Centre, Clunton, Craven Arms, Shropshire

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

Hours: This is a zero hours contract and hours are variable, as required depending upon Arvon's needs and not guaranteed. You are not obliged to accept work on every occasion we offer it to you. Relief Staff report to the Centre Director.

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

Responsibilities

Hosting Courses

- Welcoming tutors, writers and visitors to the Centre and making sure that all reasonable accommodation and food needs are met
- Making tutors and writers 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 writers on Monday evenings
- Formally introducing, hosting and participating in Tuesday and Wednesday evening readings
- Ensuring the writers' and tutors' timely departure on Saturday morning, assisting with travel arrangements if necessary
- Ensuring that the centre is left secure, and in a safe and good condition while unattended
- Assisting with evaluation of courses
- Looking after the additional needs of the Writers Retreat at The Clockhouse

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 Arvon 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
- The ability to supervise teams of writers preparing dinner and washing up
- A first aid training certificate, or willingness to undertake training
- Excellent interpersonal and communication skills
- The confidence to work alone
- The ability to prepare light lunch for a maximum of 25 people
- Be computer literate, confident using Microsoft Office applications, email and the internet

It would be desirable to have

- A full UK driving licence
- Excellent negotiation skills
- The ability to remain calm in emergencies
- The ability to work collaboratively
- 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 1 page letter explaining why you are interested, how you meet the Person Specification and what you will bring to the position of Relief Staff to: thehurst@arvon.org or by post addressed to:

Dan Pavitt
The Hurst
The John Osborne Arvon Centre
Clunton
Craven Arms
Shropshire
SY7 0JA

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 25 April 2017, 5pm:** closing date for applications
- **Week commencing 1 May 2017:** interviews at The Hurst

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

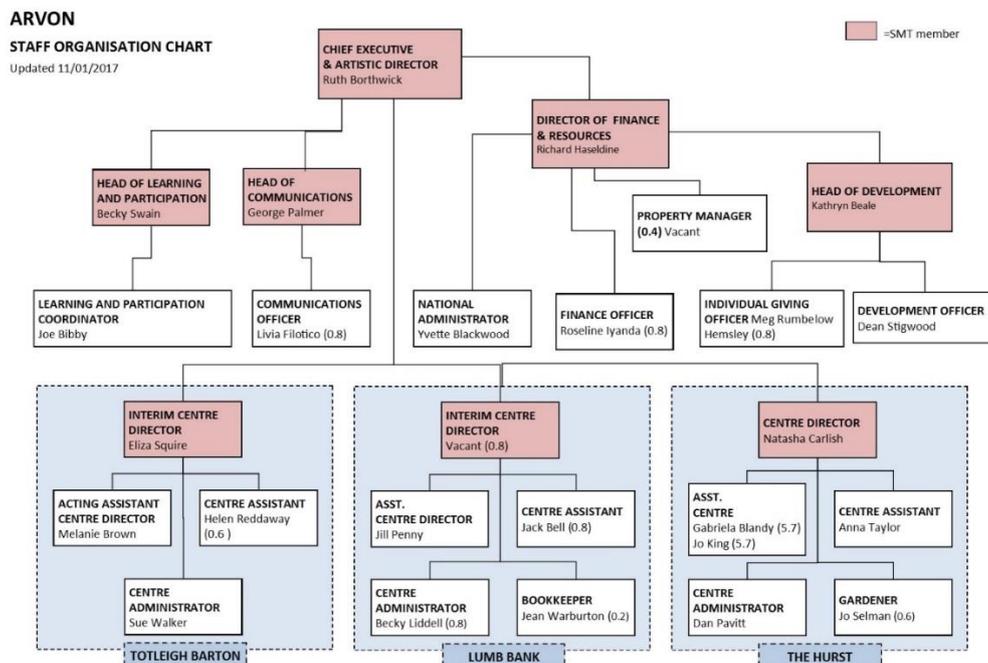


Staffing Structure

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 covering letter. 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.

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: Covering letter (1 page only)

This should include:

- Why you want this post and what appeals to you about the job, and about working for Arvon;
- Why you feel you are qualified for this post, including details of your qualities, skills, experience and knowledge that are relevant.
- 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.

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

Many thanks for your help.