Creative Scotland

External Assessors/Panel Members – Open Project Funding

Brief and further particulars
Creative Scotland is the national development agency for the arts, screen and creative industries.

Unlocking Potential, Embracing Ambition

Creative Scotland is the public body that supports the arts, screen and creative industries across all parts of Scotland on behalf of everyone who lives, works or visits here.

We enable people and organisations to work in and experience the arts and creative sectors in Scotland by helping others to create culture through developing great ideas and bringing them to life.

Our role as a development agency is to be an intelligent funder of the arts, screen and creative industries, to be a national and international advocate on their behalf and to positively influence attitudes, behaviours and policies.

We distribute funding from the Scottish Government and the National Lottery.

Our vision is for a Scotland where everyone actively values and celebrates arts and creativity as the heartbeat for our lives and the world in which we live; which continually extends its imagination and ways of doing things; and where the arts, screen and creative industries are confident, connected and thriving.

We have five ambitions that frame our collective aims over the next ten years. We want Scotland to be a country where:

- Excellence and experimentation across the arts, screen and creative industries is recognised and valued
- Everyone can access and enjoy artistic and creative experiences
- Places and quality of life are transformed through imagination, ambition and an understanding of the potential of creativity
- Ideas are brought to life by a diverse, skilled and connected leadership and workforce
- Scotland is a distinctive creative nation connected to the world

You can read more about our work and our plans on our web site: www.creativescotland.com
External Assessors/Panel Members – Open Project Funding  
April – July 2017

During the summer of 2017, Creative Scotland’s Regular Funding programme will undergo assessment, review and decision making. This process will take place from April to October 2017 and many of Creative Scotland’s staff, working within art form and specialism areas and beyond, will be involved in this process.

Therefore to support the management of our Open Project Fund during this period, we are seeking an external pool of Assessors / Panel members to help us administer this funding programme, while the first stage of the Regular Funding assessment process is taking place.

We are looking for applicants to carry out two different functions: firstly to assess Open Project Fund applications; secondly to participate in the decision making panels where decisions on funding are taken. Applicants will be required to participate in both activities throughout the period, but not simultaneously. Open Project Funding panels will comprise Creative Scotland senior staff and Assessors / Panel Members contracted through this recruitment process to work together.

External Assessors / Panel Members will be expected to hold credible professional knowledge and expertise from within the arts, screen and creative industries sectors in the following art forms and / or specialism areas:

- Craft
- Dance
- Digital (creative technology projects in any art form or medium)
- Literature, Languages and Publishing
- Music
- Screen
- Theatre
- Visual Arts

We are also looking for Assessors / Panel Members with additional knowledge and expertise to support our Connecting Themes, in the following areas: Equality, Diversity and Inclusion; Creative Learning; Environment; and Digital.

Applicants may have professional knowledge and expertise in one area, or across a number of art forms / specialism areas and Connecting Themes - and should detail this information in the application form.
**Range of activity to be assessed and assessment criteria**

Open Project Funding is designed to support the widest possible range of activities for individuals and organisations, for example (but not exclusively);

- Projects that develop artistic and creative practice and skills;
- Projects creating something new and of high quality;
- Projects which either present work to audiences or are seeking to understand, develop and reach new audiences;
- Projects which encourage more people to get involved in artistic and creative activity.

Creative Scotland considers all Open Project Fund applications against the following four assessment criteria;

- Artistic and Creative Quality
- Reaching People
- Effective Project Management
- Financial Management.

The experience and expertise of the Assessors / Panel Members will need to address, and will collectively reflect, the different types of work, scale and range of art forms / specialisms. We are looking for independent, professional Assessors / Panel Members with sufficient availability and flexibility to respond to this opportunity.
The Role

We are seeking a pool of Assessors / Panel Members who are freelance / self-employed.

Applicants should be familiar with the arts, screen and creative industries sectors in Scotland, with a minimum of 5 years of professional expertise and / or experience within specific art forms or specialism areas.

Please note applicants should have considerable experience in carrying out analytical assessment of proposals and providing recommendations, along with experience of budgeting and budgetary control.

Assessors / panel members will also be expected to hold a breadth of knowledge relating to project development, management and evaluation to undertake assessments / panel work.

Assessors / Panel Members will be contracted from mid-April to 31 July 2017. During this period they will be required to be able to attend training, panel meetings and other activity (as required) in either of our Glasgow or Edinburgh offices.
Specific information on the Assessor role

- Assessors will be paid a fee of £150 per assessment (excluding VAT if applicable). The time assessments take to complete ranges from 2-3 hours to 1 day (where a day is 7 hours), based on the application complexity. Assessors will be sent a mixture of applications relevant to their art form and / or specialist expertise.

- Because the funding programme is open all year round, the exact number and nature of applications during this period is unknown. Therefore it is hard to predict precisely the volume of assessments required per Assessor. However, based on analysis of applications in previous years, we estimate up to 12-18 days will be required per Assessor during the period from mid-April to end July 2017. This is not guaranteed and is dependent on the art form and / or specialism area and the number of applications received.

Specific Information on the Panel Member role

- Panel members will be paid a fee of £200 for each panel - to cover preparation work and panel meeting attendance (excluding VAT if applicable). Reasonable travel expenses (where these are incurred) will also be paid.

- Currently we have regular panel meetings to discuss applications. Final confirmation of the number of meetings each panel member will be required to attend will be confirmed after appointment. Each panel will require members to attend for 0.5 days (excluding travel time).

- Panel preparation work will include reading OPF assessments in order to participate and offer opinion and support the decision making process at the Panel. This work will take up to 1-2 days depending on the number of assessments presented. Panel members will also assist the Chair in finalising feedback on decisions at the end of each meeting.

- A senior member of Creative Scotland staff will act as Panel Chair, and will be responsible for running the business of the meeting.
How to apply

If you are interested in applying for this vacancy, an application form can be downloaded from our website at [www.creativescotland.com/jobs](http://www.creativescotland.com/jobs)

It is essential that all applicants have eligibility to work in the UK.

Creative Scotland is an equal opportunities employer.

**Closing date for receipt of completed application forms is:**
**12 noon on Tuesday, 11 April 2017**

**Selection Process for Assessor / Panel Members**

Our decisions will be based on the following criteria:

- Demonstrable understanding of the requirements set out above
- At least 5 years relevant skills, experience and expertise in the arts, screen and creative industries in Scotland
- Merit of application, methodology or approach to satisfying the requirement
- Style and overall quality and clarity of writing. This applies to the sample of writing which you are required to submit with your application (suggested guidance no more than 4-6 sides of A4), as well as your response to the following sections in the application form:
  - ‘Skills, Experience and Expertise’ and ‘Understanding of the opportunity’

Applicants will be advised of our decision by email no later than **Friday 21 April 2017**.

Applicants should note that there will be no feedback given to unsuccessful applicants.

Relevant training will be provided for all selected Assessors / Panel members.
Timescales

Deadline for applications: 12 noon, Tuesday 11 April 2017
Decision notification: Friday 21 April 2017
Assessment training: Tuesday 25 April 2017*
Panel training: Wednesday 26 April 2017*

*If selected to become an Assessor / Panel Member, you will be expected to be available for training in Edinburgh on these dates.

Diversity

We are actively seeking a range of Assessors / Panel Members to reflect Scotland’s diversity, and particularly welcome applications from Gaelic speakers, disabled people, and people from ethnic minorities.

Confidentiality and Conflict of Interest

Successful applicants will be required to complete a Declaration of Interest form prior to commencing assessment / panel work detailing any organisations or Boards they are connected to, or any funding applications in which they may have a vested interest. Completion of this documentation will allow Creative Scotland to ensure applicants are not asked to assess or participate in a Panel meeting where they have a direct note of interest.

Additionally all data, information and documentation provided by Creative Scotland and any other party in the course of the management of this work must be treated as absolutely confidential and must not be communicated to any third party at any time, whether before or after the period of this Agreement.
Further information

If you have any queries about the information in this guidance, please email us in the first instance, to opfreruitment@creativescotland.com

If your query is urgent, you can contact our Enquiries Service on:

Email: enquiries@creativescotland.com

Telephone: 0845 603 6000

Lines are open 10am-12pm and 2-4pm, Mon – Fri. Voicemail is available outwith these hours. If you want us to call you back, then leave a message with your number and we’ll arrange a time to call you.

Web: You can send us a message via the Creative Scotland website

Twitter: Get in touch @creativescots

Facebook: We are at www.facebook.com/CreativeScotland

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to www.contactscotland-bsl.org/public for more information.