

Arts Council of Wales Associates 2023 & 2024

Expressions of Interest



Contents

Arts Council of Wales Associates 2023 & 2024	1
Expressions of Interest	2
Why are we asking for Expressions of Interest?	3
What does being an Associate mean?	3
Interested?	4
What next?	4
Further information	5
What kind of opportunities are there for Associates?	5
Time and commitment for Associates	6
What we need to know from your EOI and how we will use the information	6
What can I expect if I am offered a role as an Associate?	6
Payment	7
Training	7
Communication	7
What's expected of Associates?	7
Are you interested?	7

Accessibility

Arts Council of Wales is committed to making information available in large print, easy read, braille, and audio and will endeavour to provide information in languages other than Welsh or English or British Sign Language on request.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community in Welsh or English. There will be no delays in correspondence due to language preference.





Arts Council of Wales Associates 2023 & 2024

Would you like to work with us on key projects in 2023 and 2024 to help shape the arts in Wales through paid opportunities as an Arts Council of Wales Associate?

We are committed to advancing the influence of diverse voices and experiences in Arts Council of Wales' core work and operations. To help us achieve this, we're looking for expressions of interest from people across all communities.

Let us know if you would like to join us for the opportunity of paid work as an Associate, providing insight and advice on our programmes of work by [completing this short form](#).

Closing date for Expressions of Interest: 12pm (midday) 20th October 2022



Arts Council of Wales Associates 2023 & 2024

Expressions of Interest

Do you have professional or lived experience of equality, diversity and inclusivity matters and the barriers faced by under-represented individuals and communities?

Do you love or have expertise and experience in the arts? Do you value the impact arts and creativity can have on individuals and communities? Can you offer fresh insight to our approaches and how we evaluate the applications we receive? Are you someone that can help us to refocus and connect with a wider range of people?

Can you apply your creative thinking, analytical and practical skills to a range of issues and projects? Do you have experience of working creatively in other sectors including Health, Creative Learning or International, and an awareness of developing practice?

If the answer is yes to any of these then we want to hear from you.

This call for Expressions of Interest is for anyone who would like to be considered for future paid opportunities as an Arts Associate. We want to enlist a broad pool of talented individuals to engage in work that is specific to their knowledge, skills and lived experience.

Our work is as much about people and how we connect as it is about the art that is created. We welcome applications from those that have experience in working with people, groups and organisations that have experienced barriers to accessing our funding and/or have their own lived experience of this.



Why are we asking for Expressions of Interest?

As part of the next phase of our Associates scheme, we're acknowledging that Covid-19 has shone a light on deep rooted inequalities in our society. Some individuals and communities have been more harshly affected than others so we want to expand and increase the number of people we engage and pay as Associates to add different voices and perspectives to our strategic thinking and decision making.

What does being an Associate mean?

If your Expression of Interest is accepted, you will be included in a pool of people that we may offer paid opportunities to as an Associate – relevant to your chosen areas of expertise and experience.

Drawing on their practical and lived experience of creativity across communities in Wales, Associates will provide insight and guidance across a range of Arts Council of Wales priorities including our strategic planning, specific projects and programmes, our design

of grant funding opportunities, assessments of grant applications and application processes. Each opportunity will be specific to your selected skills, experience and expertise.

We are seeking a broad range of input from people with lived experiences of different communities in Wales and/or specific arts expertise in any of our key supported artforms, or indeed, in hybrid and emerging artforms.

Ultimately, we want to ensure that the diversity of communities across Wales is fully reflected in the design and assessment of the funding we distribute on behalf of both Welsh Government, the National Lottery and our own Arts Council Wales funding and initiatives.

We are committed to working with individuals and groups across all of the protected characteristics, including ethnically and culturally diverse people, D/deaf, disabled and/or neurodivergent people, LGBTQ+ people, Welsh speakers and learners and people experiencing socio-economic deprivation. We would welcome applications from these individuals. We will make sure access needs are met in the process of becoming an Associate.

Interested?

The first stage is to [submit your Expression of Interest \(EOI\) online](#). This should only take you a few minutes. You'll be asked to indicate your skills and experience, nominating your main areas of expertise. If eligible you will then become part of our pool of potential Associates.

When we need support from Associates, we will do a call out based on the skills and experience we are looking for, asking you to apply with more detailed information related to that specific request.

If interested in assisting with a particular call out, you can then submit a written document or a short video outlining how your knowledge, skills and experience can make a difference to the task identified. We will use this information to select appropriate people to help us with each specific task.

Your EOI being accepted does not guarantee work as an Associate, but it does mean that you'll be in a pool of people that we'll be seeking to match with work for the next 2 years.

To qualify as a potential Associate, you must be:

- Over 18 years of age
- Allowed to work in the UK
- Not a current member of our Council

Applications must be received by 12pm (midday) Wednesday 20th October 2022

What next?

We want the application process to be as fair and equitable as possible. Please get in touch if there are any adjustments we could make or additional support we could offer in order to assist you in applying.

Any questions?

Email: associates@arts.wales

After we receive your EOI, we'll send you an acknowledgement, and will aim to respond formally within 3 weeks of the closing date.

Please help us to spread the word to enable more people who represent all of Wales' diversity to work with us. Send this to people you think we should be working with.

Further information

If you have been an Associate during 2022, you will need to reapply to be part of the pool in 2023 & 2024. We have learnt from the process and have made the initial Expression of Interest a much lighter touch and focused on the 3 or 4 main areas of expertise potential Associates can offer.

By asking you to really focus on your main area of experience, and by asking a separate question about lived experience, we hope to be able to limit call outs to a more targeted group of individuals based on our requirements.

What kind of opportunities are there for Associates?

There's a range of areas of work and opportunities we want Associates to work with us on that we'll be using this process to match with, including:

- Grant decision meetings and developing our grant making. Including Connect and Flourish, Create, Music Industry Initiatives, Arts & Health or International Opportunities Funding rounds.
- Involvement in the forthcoming Investment Review when we decide on the organisations that may receive multi-year funding agreements.
- Contributing to policy and strategy development in key areas including but not limited to international, widening engagement, creative pathways and our new, long term strategic plan.
- Applying your skills and experience to specific projects and programmes of work. These include but are not limited to: Arts, Health & Wellbeing programmes, Creative Learning, support for individuals and organisations who have experienced barriers to accessing funding (Creative Steps) and artform specific equalities-focused initiatives (e.g. our work with PRS for Music Foundation), delivering our international strategy.
- Task and Finish Groups – sometimes we need to focus on a specific issue. Specific time limited groups help place our effort where its most needed.

Time and commitment for Associates

Each opportunity will involve a different level of commitment which will be clearly specified in advance to potential candidates. You only need apply for projects you are available for or want to do as we fully understand people have other commitments and may not always be available.

As an example, helping with grant assessment usually involves 1-2 days of pre-reading and then a half or full day assessment meeting. Those in the pool may be asked to do 2 or 3 meetings a year depending on availability.

If you are an individual artist or work for an arts organisation, including an Arts Portfolio Wales funded organisation you may still apply to be an Associate but may not be involved in specific areas of work if there is an identified conflict of interest. You can still apply for grant funding from us directly, as an

Associate, but would not be able to assess in any round where there is a conflict of interest.

[Please see our published Registration and Declaration of Interest Policy for more detail.](#)

What we need to know from your EOI and how we will use the information

In the EOI, we will ask you to provide contact information and answer a few simple tick box questions specifying your lived and practical experience and skills in a number of areas related to our work. In most cases we are asking you just to nominate your 3 or 4 main areas of expertise.

We will use all the information you have included in your EOI to match you with opportunities in our work where we want to engage Associates. We'll get in touch with you about specific pieces of work that are aligned to your specialisms as they arise.

At this point we will ask you to respond to a more specific call out with further information about your skills and experience to enable us to match the right people with the Associate roles available. We will provide more information on this and how we will evaluate in response to the specific offer of work at the time.

You will remain part of the Associate pool for two years (24 months). After that point we'll be issuing a new call, to refresh the group to ensure that we have the relevant skills and experience as our work moves forward. Current Associates will also be able to reapply.

What can I expect if I am offered a role as an Associate?

If you are matched to a piece of work and accept the role, you then become an Associate (you may not refer to yourself as an Associate until this time).

Payment

Remuneration for half day or whole day sessions involving Associates will be based pro rata on a £300 per day (£150 per half day) fee. This is inclusive of VAT where chargeable.

The HMRT employment status of Associates is 'employed'. This means all fees paid to Associates will be subject to the deduction of income tax and national insurance contributions. Associates will be brought onto our payroll to achieve this.

Training

We'll also provide additional training and support as necessary relating to work that we have asked you to be involved in. You will be paid for training days. We'll provide more detailed information when you are offered work as an Associate.

Communication

We'll keep in communication with you and you'll have a contact that you can get in touch with should you have any issues, questions or concerns.

What's expected of Associates?

Associates may be self-employed, freelance practitioners or employed by organisations. If in employment, the Associate may need to obtain permission from their employer to engage in the work they've agreed to. We work on the assumption that Associates in full time employment will obtain release from their employer who will enable their involvement.

We'd expect you to behave with the propriety that would be expected of anyone fulfilling a public role. [You can find out more about these principles on our website.](#) As an Associate, you will have access to confidential information and take part in confidential discussions.

We'd ask that you respect this confidentiality and that you don't share information with any third party not authorised by us or outside of any meetings that you attend (unless this has been specifically agreed). This includes the content of any discussions and decisions reached.

You can expect, at times, to be party to robust and intense discussion. However, once a conclusion has reached, it's essential that everyone respects the principle of 'collective responsibility'. We'll provide more detailed information and training on the above when you are offered work as an Associate

So, are you interested?

You will need to [fill in this short Expression of Interest \(EOI\)](#).

Applications must be received by 12pm (midday) Wednesday 20th October 2022.