

## Faith & Creativity Lead: Applicant information pack

### Introduction

Thank you for your interest in the Faith & Creativity Lead role, the first of several new roles we are seeking to recruit during this year. We hope that the information in this pack about Church Institute (LCI) and the role encourages you to apply. This pack includes:

- Background information on LCI and the context for our new strategy
- The planned areas of growth in work and reach
- Team structures and the line management element of the role
- Ongoing initiatives linked with the role
- The recruitment process and dates
- The job description and person specification for the Faith & Creativity Lead role
- Link to the application form
- Link to the inclusion and diversity monitoring form (optional)

If you would like to arrange an informal discussion with Helen Reid, the LCI Director, and/or a visit to our new premises in Leeds city centre, please contact Helen on [director@leedschurchinstitute.org](mailto:director@leedschurchinstitute.org)

### Leeds Church Institute

'Learning for a faithful city' is at the heart of Leeds Church Institute's vision as we promote learning and cooperation among churches and wider Leeds society for the Common Good.

Our core values are:

- Learning, theological reflection and dialogue
- Hospitality and service
- Partnerships for seeking the Common Good
- Acting and planning with long term awareness
- The importance of the arts and creativity
- Stewardship seeking good value for money and spending money locally
- Acceptable risk for nurturing new ideas and initiatives
- Commitment to environmental concerns
- Equality of opportunity and access for all which avoids any discrimination.

Our activities are:

- Events, publications and media, arts and research that generate theological conversations and provoke thinking on faith and justice
- City engagement that supports the contribution of diverse Christians in city life and nurtures innovative ideas that bring about greater justice for all in Leeds
- An ethically organised charity run in accordance with our Memorandum and Articles, and the Charity Commission rules

## Background to the new roles

Until the pandemic hit in March 2020 a significant focus of LCI time and resources was dedicated to running a busy Learning Centre and maintaining a substantial property. In November 2020 a decision was made not to re-open the Learning Centre. One consequence of this was a move to smaller and more sustainable premises which has enabled LCI to reflect on how its vision and mission might adapt and refocus.

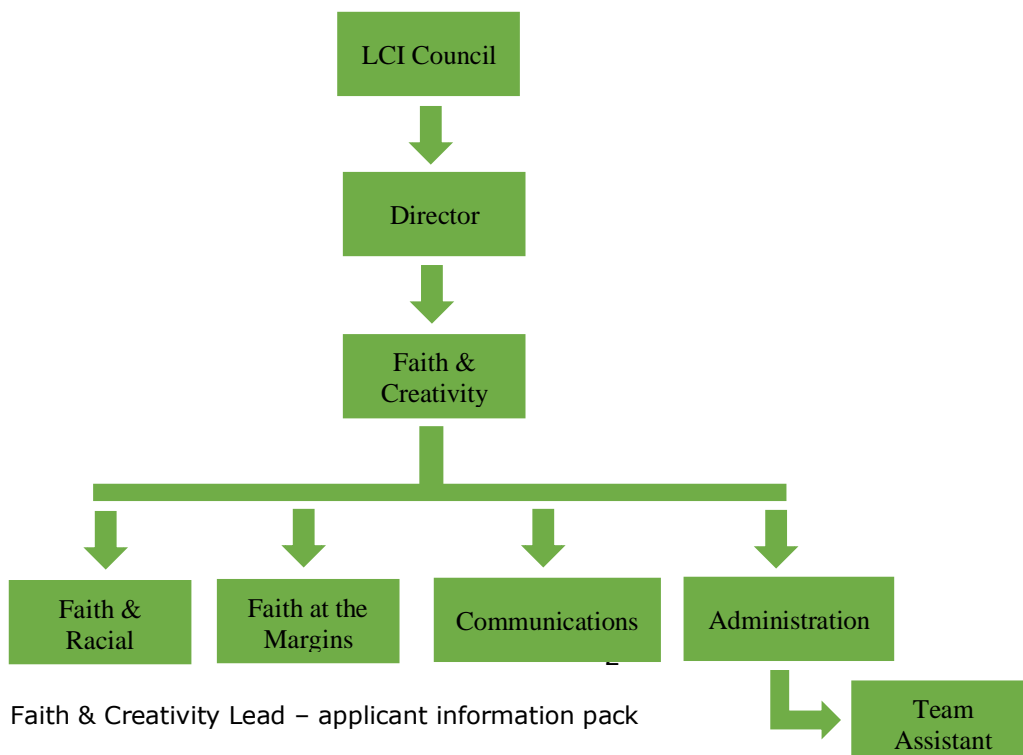
In this new context, LCI intends to grow its core work of education and city engagement substantially while maintaining its current ethos and achievements around high-quality resources, events, and publications; warmth of hospitality, welcome and inclusion; and respectful partnership and cooperative working. In all new work, LCI will continue to bridge between the academy and faith communities, stimulating theological reflection, learning and research as well as seeking at all times to work cooperatively and ecumenically in the city.

A five year plan is in development to set out the refreshed LCI strategy and growth plan. The growth of LCI's work and reach during this period will be led by three newly created roles designed around the shared themes of 'faith, learning, justice and cooperation'. Within these themes there are three distinct areas of work which are:

- Faith and Creativity
- Faith and Racial Justice
- Faith at the Margins

These areas of work share an approach rooted in theological reflection, education and research, and ecumenical and city cooperation. Each area of work will be led by an individual member of staff who will be appointed between June 2022 and January 2023. Those appointed to the new roles will be supportive of one another within a team dynamic, alongside existing members of staff.

The flow of responsibilities is represented diagrammatically:



The first appointment to be made is the Faith and Creativity Lead, to be followed by Faith and Racial Justice Lead, and then Faith at the Margins Lead. The sequence of appointments will enable the Faith and Creativity Lead to be part of the subsequent appointments, for which they will then have line management responsibility. Line management will follow the established patterns of LCI that foster high quality of work and learning and mutually supportive relationships between colleagues.

As indicated in the flow of responsibilities, in the LCI team there is a differentiated focus between the Director's role and the Faith & Creativity role. Responsibility for leading strategy development sits with the Director role and line management responsibility within the LCI team sits as part of the Faith & Creativity Lead role.

The Director is accountable for the whole LCI team, resources and vision, as indicated in the flow of responsibilities diagram, but day-to-day line management of the (growing) team is placed with the Faith & Creativity Lead. These areas of work of these two roles, whilst being complementary, have differing characteristics and areas of focus. Sharing responsibility in this way will allow for maximising the potential for supported growth in the work of LCI.

## **The Faith and Creativity work**

This is a new post with resources for developing new work and initiatives. The theme of 'Faith and Creativity' has been running at LCI for many years and, therefore, the post-holder is also required to maintain and develop certain existing work and initiatives. Some aspects of continuing work are to be agreed with the Director in the light of balancing team commitments around other streams of work.

LCI has a long-term commitment to engaging with the arts for educational purposes. A distinctive approach has been developed that enables both learning through creativity as it happens, as well as learning from the legacy of specific creativity projects or pieces. Creativity initiatives include a role for the experienced and professional artist and the participation of the wider LCI learning communities. It is anticipated that the person appointed to this role may or may not consider themselves an artist but will be required to appreciate the arts spectrum and its contribution to informal and community-based learning.

At various times, LCI has worked with the mediums of storytelling, performance, poetry and visual arts. The intensity and scale of resourcing performance projects was found to be too draining for LCI as a small organisation and this has not featured in more recent work. Taking this into account, there is an openness going forwards to work with new mediums subject to the special interest of the person appointed.

## **Continuing on-going initiatives**

### 1. Partnership with Leeds Lit Fest

LCI has been a partner, albeit minor partner, in the Leeds Lit Fest since it was established in 2019. This has had the dual aims of supporting wider city engagement with literacy and learning, as well as reflecting faith interests and justice concerns in a citywide context. LCI has played a part in organising the festival, and this role has been very different during the pandemic to previously.

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Prior to the pandemic, the building of LCI was used to host events and volunteer training as well as our own events. Now that LCI doesn't have extensive premises, and that it is likely that the 2023 festival will be larger and in-person than 2022, there is scope for re-thinking LCI's contribution to the LLF.

In addition to working with partners on the festival, hosting an event around a publication has been a critical part of LCI participation, and this has been on the following themes:

- 2022: *Seeing Asylum*: a photo-voice exhibition with accompanying booklet
- 2021: Publication and launch event for *Reflections: A Poet Theologian in Lockdown Leeds*
- 2020: Publication and launch event for the Leeds poetry anthology *And the stones fell open*
- 2019: Publication and launch event (including open mike poetry) for *Signs*, a graphic novels exploring the theme of strangers in the city reflecting biblical narratives around angels

## 2. Art and theology

In 2019, LCI launched a three year programme for an Arts and Theology Bursary. In 2020/1 this led to the *House of Questions* edition of CITYtheology and art installation at Epiphany Gipton. In 2021/2 this led to the *The Way Up is Down* exhibition launched at Left Bank and to be hosted at other venues with theology workshops this summer. Learning about the potential for dialogue between artists and theologians has been significant during these two bursaries; and it is planned that the third iteration of the work will be a theology bursary followed by an art commission. Recruitment for this is planned for the Autumn.

## 3. Seeking Asylum

Since 2018, LCI has engaged with the theme of Seeking Asylum. This work began with an Open Day around Seeking Refuge in 2018 and through contacts made at the time has led to support for Leeds Schools of Sanctuary, Musicultural Conversations and the Seeing Asylum exhibition.

Looking ahead, the postholder will be required to manage the curation of the Seeing Asylum exhibition in local churches and support any future iterations of Musicultural Conversations facilitated by Nicky Bray and Sarah Stead.

## 4. Publications

LCI is committed to publishing four editions of CITYtheology each year and a short book. CITYtheology has a strong arts angle as it relies on a vibrant urban influenced design [produced currently by Dan Brown] and frequently features poetry and storytelling in its articles. The post holder will work with the Director who is the editor to secure contributions to the magazine.

Short books published to date have each had a central arts and education theme.

- *The Leeds Story Cycle* and *Stories from the Forests of Leeds* both featured the work of local writers and community groups
- The trilogy of graphic novels, *How to Disappear Completely*, *Abide with Me* and

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*Signs*, created by artist Si Smith

- *And the Stones Fell Open* and *Reflections* both featured poetry
- This year's publication was *Seeing Asylum* featuring photos from the exhibition.

Plans for a publication in 2023 have not been finalised and may not feature an arts theme. This is to be discussed with the Director.

## **The recruitment process - what to expect**

Potential candidates for the role of Faith & Creativity Lead will need to complete our application form and return their completed application by noon on Monday 30th May 2022. Applications should be sent to [administrator@leedschurchinstitute.org](mailto:administrator@leedschurchinstitute.org)

The application form is attached with this pack or can be downloaded. The first page of the application form asks for your personal details, preferred contact number, confirmation that you are eligible to work in the UK and whether you need any adjustments to enable you to physically attend an interview. These personal details will be separated from your main application information before sending to the shortlisting panel.

In addition to the application form there is an anonymised monitoring form you are invited to complete and return. Completion of this is voluntary but helps us to meet the aims and commitment of LCI to equality and build an accurate picture of the candidates we are attracting in relation to encouraging equality, inclusion and diversity. This form is not processed alongside your application and remains anonymous.


Shortlisting will take place on Monday 6th June and you will be contacted by Tuesday 7th June to confirm if you are to be invited for an interview.

If you are unsuccessful you will also be contacted and given the opportunity for feedback on your application if you would like this.

Interviews will take place in Leeds on Monday 13th June. This will be a panel interview and you will be asked to give a short presentation at the start of your interview. Specific details for the presentation will be confirmed to you with the invitation to interview however, your thoughts and ideas for developing the role and your contribution to the vision and mission of LCI are likely themes to be included.

## Faith and Creativity Lead – Job description & person specification

This role combines management of the staff team (four people) with responsibility for the arts thread so that the role is closely integrated with a core area of the LCI vision and mission and the postholder is aligned with the ethos and values of the organisation. The focus of the role will be balanced between Education & the Arts and management of the team (estimate 3:2)

 <b>Faith and Creativity Lead Job description</b>	
<p><b>Role summary:</b>          This role combines both management of the LCI team and ensuring delivery of the arts thread in the education and engagement programme. The arts thread includes a network of partners, artists and contributors, and works through a range of events, exhibitions, research, publications and projects. The role includes future planning of a portfolio of arts education projects and initiatives consistent with LCI’s vision and mission.</p>	
Key Terms and Conditions	Location: This role is based at Leeds Church Institute Hours: 37.5 hrs per week (Full Time) Salary scale: £34-38 000
Reports to	LCI Director
Responsible for	LCI Staff, the Arts contributor team and partnership with Leeds Lit Fest
<p><b>Principal areas of responsibility:</b></p> <p>Education and the Arts:</p> <ul style="list-style-type: none"> <li>Run and develop a planned programme of arts-based informal education, including events, exhibitions and publications which engage a variety of Leeds audiences, encouraging learning, reflection and dialogue</li> <li>Curate relationships with a diverse network of artists, contributors and partners from the communities which comprise the city of Leeds</li> <li>Encourage the germination of projects and initiatives to create informal learning opportunities that engage people from across the city</li> <li>Use local, community-based research to ensure education initiatives are appropriately informed and contextually sensitive</li> <li>Write articles, blogs and statements as appropriate in consultation with support from Communications</li> </ul> <p>Team operations:</p> <ul style="list-style-type: none"> <li>Work with the LCI Director to develop operational activities in line with the strategic vision for LCI, consulting with trustees, staff, specialist contributors and partners as needed.</li> <li>Manage the members of the staff team (Administrator, Faith &amp; Racial Justice Lead, Faith at the Margins), including Annual Appraisals and agreeing objectives aligned to LCI strategic goals</li> </ul>	

- Regular team 121's monitoring progress against plan and line manager support with HR issues
- Manage the team of contributors (e.g. Communications; Design) and the projects LCI facilitates (Arts commissioning, a programme of exhibitions, Leeds poetry initiatives, our partnership with Leeds Lit Fest)
- Support Director with establishing new partnerships - e.g., drafting partnership agreements
- Work with the Director and Administrator to monitor budgets and expenditure against plan, contributing to remedial actions if needed
- Attend related LCI and city events, supporting colleagues, contributing to events, sharing in evaluation and future planning as appropriate
- Work with the Communications support on fundraising for exhibitions as appropriate

**Maintaining LCI ethos:**

- Demonstrate the behaviours named as reflecting LCI ethos in carrying out this job description

Any other duties which are commensurate with the scope of the role and effective operation of LCI.

**Person specification**

**Essential**

**Experience and knowledge:**

- Demonstrates passion and enthusiasm for, and is in sympathy with the aims and ethos of LCI
- Has an appreciation of the arts spectrum and the role that art in its various forms can play in education and encouraging dialogue and learning.
- Is able to show previous examples of initiating, gaining support for and progressing an idea or event
- Demonstrates the ability to connect ideas and people to deliver a tangible result or outcome
- Has a track record of managing a team, working to a budget and people management
- Demonstrates a track record of working relationally to achieve organisational aims
- Previous experience of working in a charity / education / faith setting

**Education & professional qualifications:**

- Relevant adult education and training qualification / experience
- Demonstrates sympathy with and an understanding of Christian belief

**Desirable**

- Experience of and appreciation for the arts
- Experience in designing / delivering informal educational programmes
- Experience of or qualification in theological education or reflection
- Relevant management and or leadership qualification / training



## Maintaining the LCI ethos

All staff are required to demonstrate the behaviours named as reflecting LCI ethos in carrying out their job description

Core Value	Observable Behaviours
Learning, theological reflection & dialogue	<ul style="list-style-type: none"> <li>• Reflective practice</li> <li>• Sharing knowledge, expertise and ideas with others</li> <li>• Enthusiasm for exploring new ideas/ subjects and extending personal knowledge</li> <li>• Participating and contributing to discussion / exploration of theology/ ideas / subject areas with others in the team</li> <li>• Asking questions and actively listening to answers</li> <li>• Reads / researches different views and opinions</li> <li>• Promotes knowledge and information sharing</li> <li>• Signposts others to resources</li> </ul>
Hospitality & service	<ul style="list-style-type: none"> <li>• Welcoming and friendly to visitors, partners and clients</li> <li>• Anticipating and providing for the potential needs of visitors / clients / partners</li> <li>• Willingly helping with whatever needs to be done to make an event run smoothly or a visitor / client feel more comfortable</li> <li>• Going the extra mile to be hospitable</li> </ul>
Partnerships for seeking the Common Good	<ul style="list-style-type: none"> <li>• Looks for potential opportunities to partner in line with LCI charitable aims</li> <li>• Relational approach developing conversations with people encountered through the course of daily activity contacts / building networks</li> <li>• Collaborating but not duplicating</li> </ul>
Acting and planning with long-term awareness	<ul style="list-style-type: none"> <li>• Seeks a joined up approach, ensuring plans / projects are in line with LCI objectives and in relation to the portfolio of other initiatives underway</li> <li>• Listens to and learns about plans / strategies of local partners and churches across the city to inform LCI longer term plans</li> <li>• Looks to maintain awareness of developing thought and practice in relation to the LCI themes and how their specialist area needs to adapt or develop</li> </ul>
Importance of arts and creativity	<ul style="list-style-type: none"> <li>• Understands the value that art and creativity brings to communities and city life</li> <li>• Appreciates the variety / different expressions of art and the culturally diverse views of and approach to art</li> </ul>
Stewardship with good value for money and spending money locally	<ul style="list-style-type: none"> <li>• Maintains an outcomes focused approach, consistently following through on projects or initiatives so that resources used yield the benefits planned</li> <li>• Seeks to procure local input to projects and initiatives</li> </ul>
Acceptable risk for nurturing new ideas and initiatives	<ul style="list-style-type: none"> <li>• Open to innovation and exploring new ideas with colleagues</li> <li>• Commitment to assessing levels of risk associated with new ideas and evaluating implementation and impact</li> </ul>
Commitment to environmental concerns	<ul style="list-style-type: none"> <li>• Seeks with team colleagues to promote green working practices (e.g. conserve energy, paperless office, encourage green vendors)</li> </ul>



	<ul style="list-style-type: none"> <li>• Collaborates with the team and partners to explore improving environmental awareness / action in projects LCI supports and more widely in the city of Leeds</li> <li>• Promotes the importance of environmental action as a key issue for faith communities / ecumenical action</li> </ul>
Equality of opportunity and access for all which avoids any discrimination	<ul style="list-style-type: none"> <li>• Value and appreciate difference</li> <li>• Be known for treating everyone with kindness and respect</li> <li>• Promotes the value of working with others / diverse groups</li> <li>• Build awareness of unconscious bias in systems / approach etc and share in developing solutions to avoid discrimination.</li> </ul>