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**arts
access
aotearoa**
Putanga Toi ki Aotearoa

Position Description

Role title: Creative Spaces Funding Advisor | Kaiārahi Kohi Moni. Part-time, 4 days / 32 hours per week. 2.3 years fixed term contract (to 31 January 2025)

Reporting to: Executive Director

Location: Our preference is that you are based in Wellington, however, working remotely will be considered.

Effective from: October 2022

About Arts Access Aotearoa

Arts Access Aotearoa is a non-profit, national organisation, operating out of Wellington. Our vision: all people in Aotearoa can participate in and have access to the arts.

What we do:

- Support arts organisations and arts venues to increase their accessibility
- Strengthen the capability and leadership skills of community arts organisations, artists and accessibility advocates
- Raise public awareness about access to the arts
- Provide a national information service
- Facilitate the arts as a tool to support the rehabilitative process of prisoners

Key communities we work with:

- people with physical, sensory or intellectual impairments
- people with lived experience of mental ill-health
- individuals and organisations in the community arts and professional arts sectors
- individuals and organisations in the arts in corrections sector

Information about Arts Access Aotearoa: www.artsaccess.org.nz

Creative Spaces Funding Advisor | Kaiārahi Kohi Moni

The Funding Advisor facilitates investment funding on behalf of Manatū Taonga for organisations within the Arts Access Aotearoa creative spaces network – more about the network can be found here: <https://artsaccess.org.nz/Creative+Spaces>.

Your experience in the grant making sector and knowledge of funding will be an advantage. Knowledge of community or arts sector funding or comparable sectors will be preferable.

Your excellent communication and relationship skills are very important as you listen to and provide advice and guidance for people who are fulfilling their obligations on their Manatū Taonga contracts. You are skilled at sharing good practice examples across the network, while respecting sensitive and confidential information.

You will have confidence and experience in monitoring and evaluating grantee progress under the terms of contracts. Proven high quality and timely report writing and budgeting skills will demonstrate your attention to detail with a high level of accuracy.

Skills and experience:

What you bring:

- Experience in the grant making and funding sector, including evaluation processes.
- Knowledge and experience of the community and/or arts sectors.
- Excellent communication and relationship skills.
- Excellent and concise report writing, analysis, and numeracy skills.
- Excellent attention to detail with high level of accuracy.
- A commitment to support Arts Access Aotearoa's values that uphold inclusion and diversity and work cooperatively with others to support the strategic goals of the organisation.
- A commitment to work with respect of the Treaty of Waitangi with due regard to its articles and principles.

Communication and relationship skills – Effective communication and positive relationships are key to the success of this role.

You are able to work collaboratively, share information, ideas and experience with others with good will, while building trust with those you work with. You have an ability to communicate effectively and manage sensitive information, while being respectful, diplomatic, and courteous across all stakeholders.

Decision making – You balance key priorities effectively when making decisions. You are an attentive listener, with the ability to identify problems and tease out the most appropriate way forward. You are discerning and pragmatic.

Accountability and motivation – You are a self-starter who can work comfortably within a team environment. You act ethically and with integrity and you are honest and open in your approach.

Key Responsibilities	To achieve this, you will:	As a result, we will see:
Funding Advice and Support	<ul style="list-style-type: none"> • Work alongside the organisation to ensure high-quality funding reports. • Provide ongoing assistance to grantees to source long-term funding. 	Strengthened capability to deliver programmes in line with the purpose, goals, and outcomes or conditions specified in grants.

		Greater sustainability in the sector.
Evaluation, Monitoring and Reporting	<ul style="list-style-type: none"> • Use an evaluation framework with the grantee to enable timely and informative reporting. • Monitor contract and budget progress, reporting any potential issues and working with the grantee on solutions. • Manage and compile accurate reports to the funding agency with up-to-date interim data. • Use both qualitative reporting and quantitative data for monitoring, assessment, learnings, and evaluation. 	<p>Comprehensive understanding of the effectiveness of the work of grantee organisations.</p> <p>Positive results of this investment and robust reporting on alignment with the purpose, goals, and outcomes or conditions specified in grants.</p>
Facilitation	<ul style="list-style-type: none"> • Support the creative spaces team with the professional development programme • Support the regional network hui and training opportunities to share best practice learnings. 	<p>Strengthening of the capabilities of the sector.</p> <p>Strengthening of the network of grantee organisations throughout Aotearoa.</p>
Administration	<ul style="list-style-type: none"> • Maintain an up-to-date list of grantee organisations including locations, in a confidential data collection management system. • Detailed notetaking – experience in taking Minutes would be an asset. • Input and extract data from the data collection management system for reporting purposes. 	<p>Data and evidence to enable ongoing funding support for grantees.</p>

Additional information:

Some domestic travel will be required.

Situated in the office at Toi Poneke 61 Abel Smith St Wellington. Arts Access Aotearoa's office hours are 8.30 am to 5:30 pm, Monday to Friday

Remuneration

Salary: \$62,500- \$80,000 per annum Full Time Equivalent (prorated to 32 hours per week).

To Apply

Please submit:

1. A cover letter that explains why you want to do this role and demonstrates that you are the most suitable candidate
2. Your C.V.

Make applications to:

The Executive Director, by email to: info@artsaccess.org.nz

Closing Date for applications:

5pm Tuesday 4th October 2022

Information about Arts Access Aotearoa: www.artsaccess.org.nz
