

BALTIC

Centre for Contemporary Art
Gateshead Quays
South Shore Road
Gateshead
NE8 3BA UK
Tel +44 (0) 191 478 1810
Fax +44 (0) 191 478 1922
E-mail info@balticmil.com
www.balticmill.com

Date as post marked

Dear Applicant

Development Assistant

Thank you for your interest in the above position.

Enclosed is a Recruitment Pack which includes the:

- Job Profile
- Guidance Notes
- Application Form

Your completed application should be sent to recruitment@balticmill.com or by post to **Recruitment, BALTIC Centre for Contemporary Art, Gateshead Quays, South Shore Road, Gateshead, Tyne and Wear, NE8 3BA.**

Please note the Personal Details and Diversity Monitoring forms will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The closing date for receipt of this application is 9 am Monday 17 March 2014

If you have not heard from us within 4 weeks of the closing date you should assume that, on this occasion, you have not been successful with your application.

Good luck with your application.

Yours faithfully,

Rachel Saxon
HR Manager

Job Profile
Development Assistant

Job Purpose To effectively assist the Development Team in the research and development of fundraising activities.

Key Outputs and Accountabilities

- To effectively assist the Development Team in the research and development of fundraising activities.
- To take on responsibility for the day-to-day administration of the Raisers Edge database, including data input, guest list management, gift aid claims, regular prospect report generation and administration of the patrons and members financial data.
- To contribute to the effective development and promotion of the BALTIC Members' Scheme.
- To work with the Programme Team on managing their data on the Raisers Edge database.
- To write and collate the quarterly Baltic Business, Directors Choice and Members newsletters and oversee its distribution.
- To manage the Patrons' and Members' events calendars.
- To compile or assist on the production of activity reports for trusts, foundations and sponsors.
- To collate relevant press cuttings and distribute to the team, summarising any key points.
- To undertake prospect research and undertake specific research projects as outlined by the Head of Development and Development Manager.
- To undertake staffing for partner events, Exhibition Previews and Business Breakfasts as required.
- To undertake any other duties commensurate with the level of the post, as may be reasonably required.

Person Specification

Essential

- Previous comparable experience
- Excellent communication skills both written and verbal
- Excellent interpersonal skills
- Good IT skills, including working knowledge of fundraising database software
- Ability to prioritise and work to deadlines
- Good team working skills
- Excellent administration skills
- Strong organisational skills

Desirable

- Working knowledge of Raisers Edge database software
- Experience of fundraising
- A relevant degree
- Knowledge of/interest in contemporary visual art

BALTIC

Getting a Job at BALTIC – Guidance Notes for Applicants

These notes are designed to help you participate fully in our staff recruitment procedures, and to assist you with providing all the information we need in order to understand how you meet the requirements of the job. Please read these notes carefully before completing the application form.

BALTIC is one of Europe's leading contemporary art organisations and provides a challenging and rewarding environment in which to work to fully develop your personal potential.

If you like working with people, enjoy hard work, and welcome responsibility then you will be interested in working for BALTIC. These Guidance Notes will help you achieve your ambition.

BALTIC's Mission

VISION

To create exceptional access to important and innovative contemporary art in a unique setting, that encourages and enables learning and transformational thinking.

VALUES

Creativity and Inventiveness

Creating opportunities that bring art to life and using inventive ways to break down barriers, impart knowledge and transform the way people think.

Support and Commitment

Supporting artists, colleagues and visitors alike and making a personal commitment to always go the extra mile.

Enthusiasm and Engagement

Bringing energy and openness to sharing knowledge, enjoyment and team spirit and engaging with artists and visitors in making BALTIC a great personal experience.

Respect and Responsibility

Respecting the part each individual plays in making engagement with BALTIC a success for everyone, and taking responsibility for the personal part each individual plays in making that easier and better.

Equal Opportunities Statement

BALTIC is working towards achieving diversity and welcomes applications from all sections of the community.

BALTIC fully accepts and welcomes the fact that society consists of many diverse groups and individuals, and that this diversity is an asset to BALTIC.

As an arts centre dependant for its success on the full involvement of users and visitors and as an employer, BALTIC recognises that it has a moral and legal responsibility to promote equal opportunities. In addition, BALTIC recognises that the pursuit of equality of opportunity is essential for a productive and professional working environment.

This policy states BALTIC's commitment to being an equal opportunities employer and is an integral part of every aspect of our activities. It is based on the most recent legislation and represents BALTIC's commitment to tackling inequality, discrimination and disadvantage.

Our goal is equality of opportunity for everyone who uses, visits, works in and works for, BALTIC and we will provide services and develop employment practices accordingly.

In particular, BALTIC is committed to making sure that:

- There is equality of opportunity in terms of access to BALTIC and its services, and that this reflects, and is appropriate to the needs of the diverse communities using and visiting BALTIC.
- Prospective and present employees are afforded equal and fair treatment in relation to recruitment, selection, terms and conditions of employment, training and promotion.

BALTIC will work to actively combat discrimination and make sure that prospective or present employees, and those who wish to use and visit BALTIC, are not treated less favourably on the grounds of: Gender / Marital Status / Employment Status / Responsibility for Children or Dependants / Race, Colour, Religion, Ethnic or National Origin / Age / Disability / Class / Sexual Orientation, or are disadvantaged by the application of any other conditions or requirements, which cannot be shown to be justified.

BALTIC is committed to making sure that we provide equal opportunities in employment, and that we do not unfairly discriminate against any job applicant for any reason. BALTIC, therefore:

- Welcomes job applications from all sections of the community and will consider applicants for jobs on the basis of their relevant experience, qualifications, skills and abilities.
- Welcomes job applications from under-represented groups - in particular, people with disabilities, and minority ethnic applicants.
- Will make sure that we do not discriminate unlawfully when we decide who to employ and that selection decisions for jobs are based solely on people's merit and ability to do the job, to enable us to appoint the best people to work for BALTIC.
- Will make sure that any qualifications or conditions or requirements applied to a job are relevant and justifiable in terms of the job to be done.
- Aims to create a suitably skilled workforce that includes employees who may be under-represented.
- Will conduct regular monitoring data collation and analysis in order to identify and address barriers to equality of opportunity.

Completing the Application Form

The purpose of completing the application form is to enable you to be shortlisted for interview. Completed application forms are matched against the requirements set out in the Job Profile to create a shortlist of candidates who will be invited for interview.

You should study the Job Profile carefully before completing your application form. Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed in the Job Profile.

The following tips are designed to help you complete the application form as effectively as possible:

- Study all the information you have been sent about the job and the application form carefully before you begin to complete the form. Ensure that you are clear about what you are being asked to do.
- Make sure that your application is specific to the job you are applying for. A standard application form, which you have prepared before, may not address all of the items in the Job Profile.
- BALTIC does not accept CVs in lieu of a completed application form.
- If completing by hand, please use black ink and do not use staples.

- Think about the extent to which you possess the experience, skills, knowledge and interests necessary to do the job. You should then provide relevant information which addresses all of the items in the Job Profile. If possible, try to do so in the order in which they are listed.
- Give examples of your experience, knowledge and skills and write in a positive way. Remember to write about those things which you have personally been responsible for.
- Make sure that you complete all sections of the application form.
- Select those aspects of your experience, skills and interests that are relevant to the job. Remind yourself of your qualities and skills that you may take for granted.
- Remember to consider relevant experience, knowledge and skills acquired outside of paid work – for example, experience gained from community or volunteer work, or in your leisure interests.
- When listing your previous jobs, ensure that dates are correct and in the right order, stating your most recent employment first.
- Make sure that you return the form before the closing date, and keep a copy for yourself.
- If you have a disability which makes writing difficult or impossible, it is possible that the application can be completed in a different way. If you have such difficulties, please contact us.

Shortlisting

Shortlisting will take place immediately after the closing date and is always undertaken by at least two people, one of whom will be the vacant job's line manager. When short listing we are making an assessment of how closely your application meets the criteria set out in the Job Profile. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven't provided specific evidence, supported by relevant examples.

Due to the high number of applications we receive, it is not possible for us to respond to every application. If you have not received an invitation to interview within 4 weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

Interviews and Other Selection Methods

The purpose of an interview is to identify the best candidate for the job. A panel of two or three people, including the job's line manager, will normally interview you. The length of the interview will depend on the level of the post but, on average, it will last for about 30 to 60 minutes. For most of the time the interviewers will ask you questions which relate to the requirements listed in the Job Profile. At the end of the interview, you will be given some time to ask a few questions yourself. It is advisable to have a few questions already prepared.

If you are short listed for interview, we will normally contact you by letter to invite you to interview. The letter will give full details of what the selection process will involve.

In addition to an interview, BALTIC may also use other methods to help choose the best candidate for the job. Common selection methods include work related tests to examine your IT, organisational, team-working or presentational skills. For certain jobs you may be asked to give a short presentation. If additional methods are to be used you will be notified in advance, when we invite you for interview.

If you have a disability and need any adjustment to be made in order for you to participate in the selection process, please contact us immediately on receipt of our letter inviting you for interview so that we can accommodate your needs.

Offers of Employment

Offers of employment will only be made by a senior member of staff authorised to do so. All offers of employment are made subject to receipt of satisfactory references, medical clearance and where appropriate disclosure of information by the Criminal Records Bureau (Police checks). Successful candidates are normally appointed at the first point of the salary range for the job.

Recruitment Monitoring Questionnaire

Please complete the separate questionnaire to enable us to monitor the effectiveness of our recruitment policy and processes, so that we can ensure recruitment and selection are carried out fairly. The information you provide will also help us to identify any barriers to recruitment. Your answers will be treated in the strictest confidence and used for statistical monitoring purpose only. Your completed form will not be seen by those responsible for short listing and will not, therefore, form part of the selection process. Please do not staple the questionnaire to your application form.

Rehabilitation of Offenders Act, 1974

Please provide details of any unspent convictions or cautions you have under the terms of the *Rehabilitation of Offenders Act, 1974*. Offences resulting in driving licence endorsements should be disregarded, unless holding a clean licence is a specific requirement of the job. Failure to disclose such information may result in dismissal or disciplinary action by BALTIC. This information will be treated as confidential and will not necessarily disqualify you from employment with BALTIC.

Data Protection Act, 1998 & Asylum and Immigration Act, 1996

The information that you provide as part of your application will be used in the selection process. All information about you will be securely held, with access restricted to only those involved in dealing with your application. Unless you are the successful candidate, your data will be kept for 12 months and then destroyed.

By signing and submitting your Application Form and Recruitment Monitoring Questionnaire, you are giving your consent to your data being stored and processed for the purposes of the selection process.

Under the terms of the *Asylum and Immigration Act, 1996* we will require proof of your legal right to work in the United Kingdom.

The Employer

The Contract of Employment is with BALTIC Flour Mills Visual Arts Trust, an independent charitable company, governed by a Board of Trustees.

BALTIC meets its running costs through grant-in-aid from Arts Council England, North East; Gateshead Council and from trading and sponsorship.

If at first you don't succeed.....

BALTIC is a popular choice for applicants and competition for jobs can be strong. If you are not successful first time round, please do consider trying again.

Keep an eye on our web site, local and national press for future job opportunities. Review your knowledge and experience and take advantage of any opportunities to learn new skills, which may help you in future applications.

Good luck and thank you for your interest in working at BALTIC.

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www.balticmill.com

BALTIC Flour Mills Visual Arts Trust Registered in England No. 3589539
Registered Charity No. 1076251

BALTIC

Applicant Ref Number (office use):

Application for Employment

Please return this form to:

Recruitment
BALTIC Centre for Contemporary Art
Gateshead Quays
South Shore Road
Gateshead
NE8 3BA
United Kingdom
Or by email to recruitment@balticmill.com

Tel: +44 (0) 191 478 1810
Fax: +44 (0) 191 478 1922
Text Phone: +44 (0) 191 440 4944
E-mail: info@balticmill.com
Web: www.balticmill.com

BALTIC Flour Mills Visual Arts Trust
Company, Limited by Guarantee, Registered in England No. 3589539
Registered Charity No. 1076251

APPLICATION FOR THE POST OF:

PERSONAL DETAILS

First Name	Surname
Contact Address	
Telephone	Mobile
Email address	
Are any employees of BALTIC or BALTIC Trustees personally known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details:	
Are you aware of any reason you would not be able to work in the UK?	Yes/ No
Do you need either a work permit or permission to work in the UK?	Yes/ No
If yes, do you have original valid documents?	Yes/ No
Are you subject to any conditions relating to your employment in the UK?	Yes/ No
If applicable, please confirm expiry dates of documents	

PLEASE NOTE THIS PAGE WILL BE REMOVED FOR SHORTLISTING PURPOSES

Applicant Ref Number (office use):

APPLICATION FOR THE POST OF:

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CURRENT OR MOST RECENT EMPLOYMENT (PAID/ UNPAID)

Job Title	
Name and Address of Organisation	
Nature of Business	
Start Date	
Leaving Date	
Annual Salary	
Period of Notice	
Briefly Outline Key Responsibilities	
Reason for Leaving	
Simple Organisation Chart Indicating Your Position	

EDUCATION, TRAINING & MEMBERSHIP OF PROFESSIONAL BODIES

Please give details of all qualifications obtained and any currently being pursued.

School/ University/ College	Qualifications Obtained	Date Obtained

Please give details of any work related training you have undertaken.

Course Title	Subject Covered	Course Date

Please give details of membership of professional bodies

Professional Body	Membership Details	Date Obtained

PREVIOUS EMPLOYMENT (PAID OR UNPAID)

Name and Address of Employer	Job Title	Dates of Employment	Salary	Reason for Leaving

Please include above, details of any periods when you were not in employment (e.g. because of travel, child care or unemployment).

RELEVANT EXPERIENCE, KNOWLEDGE, SKILLS AND INTERESTS

In this section you should demonstrate how you meet the requirements of the Person Specification by setting out details of relevant experience, knowledge, skills and interests. Please address each requirement in the order in which they are listed in the Person Specification.

RELEVANT EXPERIENCE, KNOWLEDGE, SKILLS AND INTERESTS CONTINUED...

Please use this second sheet if you need more space to complete this section.

REFEREES

Please give details of two referees (not related to you). If you are working, one referee must be your current or most recent employer. Referees must not be friends or family.

First Referee	Second Referee
Name	Name
Occupation	Occupation
Address	Address
Telephone number	Telephone number
Email address	Email address

Rehabilitation of Offenders Act, 1974

Please provide details on a separate sheet of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. Offences resulting in driving licence endorsements should be disregarded, unless holding a clean licence is a specific requirement of the job. Failure to disclose such information may result in dismissal or disciplinary action by BALTIC. This information will be treated as confidential and will not necessarily disqualify you from employment with BALTIC.

Declaration

In order to comply with the Asylum and Immigration Act 1996 it may be necessary to see proof of your right to work in the United Kingdom. If proof is required, we will request it once an offer of employment has been made and before you take up employment. However, if you require a work permit in order to work in the United Kingdom please indicate by ticking the box.

I declare that the information contained in this Application and the Equal Opportunities Monitoring Form is correct. I understand that if I have deliberately provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice. I accept that canvassing of BALTIC staff or Trustees would disqualify me from consideration, or in the event of my appointment, make me liable to dismissal without notice. I confirm that I have read the accompanying Guidance Notes, including the section regarding the Data Protection Act (1980) and consent to the processing of my data as outlined in these notes.

Signature _____ Date _____

Applicant Ref Number (office use):

BALTIC

Recruitment Monitoring Questionnaire

BALTIC is working towards achieving diversity and welcomes applications from all sections of the community.

Why monitor diversity?

We are committed to encouraging equality and diversity in all aspects of employment at BALTIC. This information will help us to ensure recruitment and selection at BALTIC is carried out fairly and effectively and will also help us to identify any barriers to recruitment.

What information will be collected?

This questionnaire asks you to categorise yourself by ethnic group, disability, gender, religion/belief and sexual orientation. This data will be kept on a database and monitored for statistical purposes only.

What will happen to the monitoring form?

The questionnaire will be separated from your application form and will not be seen by those responsible for short-listing and will not therefore, form part of the selection process.

What will the information be used for?

This questionnaire will contain sensitive personal data which will only be processed in accordance with the Data Protection Act 1998. The data will help us to review our employment policies and practices, particularly where equality of opportunity is concerned.

Diversity Monitoring Questionnaire

1. Personal Details

a) Job applied for _____ Job reference number: _____

b) Is this job: Full-time Part-time

c) Is this job: Permanent / fixed term Casual Freelance

d) How did you find out about this job: BALTIC website Word of mouth
 Newspaper (please specify) _____
 Other website (please specify) _____
 Other source (please specify) _____

e) What is the first part of your home postcode? _____

2. Ethnic Origin

The groups listed below are ethnic categories used in the 2001 Census, and have not been created by BALTIC. Choose **ONE** section from **A to F**, then tick the appropriate box to indicate your cultural background.

<p>A White</p> <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background, please specify _____	<p>B Mixed, Mixed British, Mixed English, Mixed Scottish, Mixed Welsh, Mixed Irish</p> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background, please specify _____
<p>C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh, or Asian Irish</p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background, please specify _____	<p>D Black, Black British, Black English, Black Scottish, Black Welsh, or Black Irish</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background, please specify _____
<p>E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Chinese Irish</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other background, please specify _____	<p>F Not declared</p> <input type="checkbox"/>

3. Gender

Are you? Male Female Transgender

4. Age

Are you? 16 – 24 25 – 34 35 – 44
 45 – 54 55 – 64 65 +

5. Religion or Belief

Are you? Anglican Catholic Presbyterian Other Christian Buddhist Hindu
 Jewish Muslim Sikh No belief
 Other Religion/Belief (please specify) _____

6. Sexual Orientation

Are you? Heterosexual Homosexual Bisexual Not Declared

7. Disability

A disabled person under the Disability Discrimination Act 1995 is described as anyone with “a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. This definition can be broken down to help explain the meaning of disability.

- Physical impairment Eg. visual impairment, paralysis, heart disease and progressive conditions,.
- Mental impairment Includes an impairment resulting from or consisting of a mental illness.
- Substantial The effect of the impairment on ability to carry out normal day to day activities.
- Long term Has, or is likely to last at least 12 months.
- Normal day to day activity Normal activity for most people and carried out on a regular basis.

Do you consider yourself to have a disability? Yes No

If yes, please give details

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE