



## Scotland's professional network for the arts in criminal justice

**Job Title:** Administrator (PT)

**Organisation:** Scottish Prison Arts Network (SPAN)

**Salary:** £8ph

**Duration:** 2 days (7hrs pd) a week from August 13 – May 14

**Closing Date:** Fri 19<sup>th</sup> July

**Interview will be held on:** Tuesday 30<sup>th</sup> July

The **Scottish Prison Arts Network (SPAN)** is a network of artists across art forms engaged in the field of criminal justice. The network provides a focus for sharing practice, connecting artists and supporting organisations and articulating the importance and impact of making art with offenders and their families in Scotland. SPAN's mission is to evolve a visible community for artist-led activity in Scotland, owning a shared understanding of what quality practice is in this sector presenting an informed and galvanised creative sector presence in the field of criminal justice.

SPAN is now in a position to employ a Part Time Administrator for a year from July 2013. The post has been created to enable the organisation to grow, develop and to gather the data, and implement the tools for evaluation which cement its position as a leading voice representing artists working in Scottish prisons and with communities affected by crime.

### Essential Skills

1. Supporting the steering group
2. Act as main point of contact for SPAN
3. Seek opportunities for funding
4. Keep clear financial records
5. Keep records of project activity and feedback regularly on project status
6. Recruit new members

### Key Tasks

1. Develop mailing lists and members contact lists
2. Support the development of a SPAN website, online communication materials and keep content up to date

**Scottish Prison Arts Network** is a Scottish Charitable Incorporated Organisation SC044043  
c/o Artlink Central, Cowane Centre, Cowane Street, Stirling, FK8 1JP  
Telephone 01786450971 Email [all@s-p-a-n.co.uk](mailto:all@s-p-a-n.co.uk) Website [www.s-p-a-n.co.uk](http://www.s-p-a-n.co.uk)



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3. Deliver regular targeted communications both online and in print
4. Collaborate with stakeholders to raise awareness of the project
5. Collaborate with key project funders and supporters and ensure they are appropriately credited within SPAN information
6. Arrange documentation and manage a project archive

**To apply for the post please send a C.V and letter outlining why you are passionate about the position and what you would bring to the post to [info@artlinkcentral.org](mailto:info@artlinkcentral.org)** For further information about the role, please contact Kevin Harrison at [info@artlinkcentral.org](mailto:info@artlinkcentral.org)

### Further Information

SPAN was founded as a response to a resource needed and the observation of other, similar networks in existence in Northern Ireland (the Prison Arts Foundation and PAN Prison Arts network Network) and England (the Arts Alliance).

SPAN was founded by a group of artists representing 6 arts organisations in May 2011. It has since held over 10 steering meetings, met with key stakeholders including Creative Scotland, the Scottish Prison Service, the Koestler Trust and Motherwell and Carnegie Colleges. It has a website complete with forum and circulates a quarterly newsletter. In February 2012 it hosted it's inaugural meeting attracting an additional 50 members from across Scotland. It has a seat on the Creative Scotland advisory panel for the arts in criminal justice and is supported in part by Artworks Scotland (Paul Hamlyn Foundation).

SPAN currently consist of a steering group of seven artists and organisations working across the context of the arts in criminal and social justice. The network also represents over 60 other artists who contribute to the vision and plans.

SPAN is fundamentally concerned with the promotion of best practise in the field of arts and criminal justice in Scotland. The organisation was established to ensure the community of artists (working in the criminal justice system) were able to connect and celebrate successes. This will be achieved through the annual conference and quarterly newsletter.

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