

FREELANCE BRIEF:**Tonic Arts Participation Officer**

Contract:	2 years (1 year contract with option to extend for an additional 2nd year)
Fee guidance:	Annual maximum indicative budget of £30,600/ year (inclusive of VAT if charged) to cover all fees, dependent on experience, based on up to approx. £170 day rate, 4-5 days/ week. All activity budgets, travel costs and expenses are separate to this fee.
Timescale:	Deadline for submissions 12 noon, Monday 9th June 2025 Interviews Wednesday 18th June 2025
Location:	Travel within Edinburgh, Midlothian, East Lothian and West Lothian and office/ home working.
Reporting to:	NHS Lothian Charity Tonic Arts Programme Manager – Participation

Introduction**About NHS Lothian Charity**

From the everyday to the transformational, we support NHS Lothian to excel for all its communities; whether that's patients, their families, staff or visitors. From prevention and early intervention to treatment and recovery, from birth to end of life care, NHS Lothian Charity provides support throughout the full healthcare journey and across all health conditions. By enhancing experiences and environments for patients and staff, investing in research and innovation, and helping to progress better health outcomes for all our communities, we play a key role in improving physical and mental health and wellbeing for everyone.

Our expertise and experience, and the support we provide help create opportunities that enable NHS Lothian to foster innovation, explore ideas and transform healthcare. As an independent but integral part of NHS Lothian, we are able to tap in directly to what support is needed to make the biggest difference. Our mission is to enhance experience and care for patients in the hospital and their communities and have a positive impact on health in Lothians. To achieve this we have identified 4 priority objectives, which underpin all of our work.

- Enhanced patient and carer experience
- Improved clinical outcomes
- Improved staff wellbeing and professional development
- Improved community health/reduced inequality

About Tonic Arts

Tonic Arts is NHS Lothian Charity's award-winning Arts in Health and Wellbeing programme for NHS Lothian staff, patients and visitors. In partnership with the NHS, specialist arts organisations and cross-sector partners, Tonic Arts delivers a comprehensive and diverse programmes of activity.

Tonic Arts works across Edinburgh & Lothians, collaborating with site and service teams to identify need and develop projects that enhance experience and care for patients in hospital and their communities, and have a positive impact on health in the Lothians. Drawing on research about the importance of art and culture for wellbeing and specifically the impact in of quality provision in healthcare settings we provide art & design commissions, art collection provision, temporary exhibitions, artist residencies, participatory arts activities and performances across Edinburgh and the Lothians. Find out more: <https://tonicarts.nhslothiancharity.org/Tonic Arts Strategy 2023-28>

Brief

NHS Lothian Charity is seeking to contract an individual, with knowledge of arts and health to deliver participatory activities as part of its Tonic Arts programme. The successful applicant will coordinate various projects across several NHS Lothian sites and work with internal, national and third sector partners.

The contract will require excellent communication, logistics and time management skills to coordinate a diverse and varied programme of events across a large geographical spread. They will also be required to design, implement and deliver targeted arts workshops for patients and staff.

Building on existing activity this contract will:

1. Lead the timetabling of participatory activity, including liaison with site/service staff regarding timetabling of activity (taking into account the programmes priority areas) to agree suitable locations and times.
2. Support the development of engagement activities connected to the Tonic Arts programme e.g. workshops, performances, consultations, gallery tours, art walks and maps.
3. Design and deliver some participatory arts workshops to participants with specific needs.
4. Ensure effective communication with arts, cultural and associated partnership organisations and artists to ensure they are fully briefed on all relevant matters. Eg communicate with ward staff and artists to ensure there are no conflicting events or regular ward activities (meal, medical rounds etc).

5. Provide onsite facilitation/support before, during and after events including welcoming artists, introductions, housekeeping, etc.
6. Ensure that all events are developed with consideration of and compliance to relevant NHS Lothian policies and procedures e.g. H&S, the protection of vulnerable groups and infection control. All considerations are documented including risk assessment.
7. Ensure all event and project documentation is up to date and stored in line with agreed protocols e.g., correspondence with partners, contact lists, consent forms.
8. Develop and produce support and/or promotional documentation/ materials for event e.g. posters, text and images for internet, social media, newsletters, briefings, etc. and liaise with NHS Lothian Charity Communications Manager towards regular promotion.
9. Coordinate the qualitative and impact driven evaluation of events through liaison with NHS Lothian Charity Evaluation Manager.
10. Development of opportunities and overseeing NHS Lothian Volunteers roles, to support the participation programme.
11. Deal with enquiries regarding the events programme, which may be by telephone, e-mail or written correspondence, recording and proactively taking follow-up action including confidential enquiries, initiating and coordinating responses where appropriate, and ensuring documentation is up to date.
12. Responsible for ordering of key project supplies or services and ensuring timely payment e.g. art supplies, song books.
13. Support the development of project volunteers and supervise their work ensuring activities are suitable and they are well supported.
14. Support the development of site or service-based arts steering groups. Work in partnership with these groups to raise awareness of the benefits of art in health care settings and to provide practical support for projects developed.
15. Liaise with Tonic Arts team and colleagues on cross-programme activity and thematic programming.

ASSIGNMENT AND REVIEW OF WORK

The postholder is accountable to the Programme Manager (Tonic Arts: Participation) with whom objectives will be agreed and performance reviewed.

Overall direction will be provided through the programme's annual plan however the postholder will be expected to work autonomously, be self directed, with freedom to make judgments within the parameters of their role.

DECISIONS AND JUDGEMENTS

The postholder will be expected to develop the project plan setting achievable and sustainable objectives over a determined time frame that will allow the delivery of the project to the expected standard. The postholder will be expected to make informed, autonomous decisions and judgements in relation to the project recognising any issues that may have the potential to have an adverse impact on the timeline of the project and devise and implement steps to eliminate these.

Decisions relating to the appropriate use of project budgets.

COMMUNICATIONS AND RELATIONSHIPS

The postholder will be expected to communicate with a wide range of stakeholders to the project, including NHS Lothian frontline staff, external partners and performers. To undertake the role will require developed communication skills to enable key messages of the project to be cascaded effectively to stakeholders. Skills of negotiation, tact and diplomacy will be required when communicating on behalf of the team.

The post-holder will be expected to demonstrate sensitivity and awareness of "politically" sensitive issues and the need to adjust styles and behaviours to accommodate different situations and cultures.

Desired experience & Skills

In order to fulfil this brief we anticipate the successful applicant will have:

Qualifications

Undergraduate degree in the arts or equivalent experience.

Skills/experience/knowledge

- Experience of developing and project coordination of varied participatory/live arts activity.
- An understanding of exemplar participatory arts practice, offsite arts events and community-based art management.
- Excellent collaborative experience in initiating sustaining close working relationships with a range of partners.
- Ability to design, develop and deliver a programme of workshops for participants with a wide range of needs.
- Experience of working in environments with high standards of health and safety

- Knowledge of Scottish and UK arts, in particular arts field
- Good keyboard skills.
- Ability to work under pressure and meet deadlines.
- Effective interpersonal, organisational, communication and decision-making skills.
- Ability to work both as part of a team and use own initiative when required.
- Experience of engaging and working effectively with colleagues of all disciplines.
- Good knowledge of evaluation practices
- Excellent organisational and budget management skills.
- Understanding of and sensitivity to the needs of staff, service providers and users in healthcare environments.
- Office equipment skills: PC, photocopier, printer/scanner, telephone. (New equipment may be introduced as technology develops, however training will be provided).
- Skills in using Office suite of software including Word, Outlook, Excel, PowerPoint, Access, and Project. Use of the internet and social media for research and marketing purposes.

Desirable Skills

- The ability to work as part of a multi-disciplinary team of Tonic Arts peer specialists.
- The ability to initiate and manage work-plan independently, with excellent project management skills, from initiation to evaluation.
- Excellent collaborative skills & strategic thinking.
- Good practical skills to deliver events
- Excellent organisational and budget management skills.
- Knowledge of and experience in the arts and health field and NHS context.

Support provided

This work forms part of the ongoing Tonic Arts Strategy and support will be provided by Tonic Arts Programme Manager – Participation. Further strategic support and advice will be provided by the wider NHS Lothian Charity team, including finance, impact evaluation and communications support. A limited amount of administrative support is also available within the team, where tasks can be delegated.

Access to and an induction of NHS Lothian sites and key staff will be provided, as well as arranged liaison with site management, volunteer management and internal partners.

This work will require close working relationships with third sector partners who are already active on some sites. The Programme Managers will provide contacts and introductions to key partners and will facilitate regular contact.

This contract is supported by a participatory budget as well as specific grants from Trusts and Foundations.

An additional budget for documentation, publicity material production, etc. is also held by NHS Lothian Charity and will be committed with prior agreement from the Programme Manager.

Contracts and requirements

A formal contract will be signed prior to work commencing. Final appointment will be subject to references and checks on insurances. The contractor will be required to have the requisite insurances for any equipment brought onto sites, as well as public liability insurance of £5,000,000. (Available via AN membership [Insurance – a-n The Artists Information Company](#))

Contract budget

It is envisaged that the individual will work 4 – 5 days a week, depending on proposed daily rate and availability. There is an indicative annual budget of up to £30,600 (inclusive of VAT if charged) to cover all fees, dependent on experience, based on up to approx. £170 day rate. Daily hours are 7.4hrs/ day. All activity budgets, travel costs and expenses are separate to this fee. Payments will be made in stages to be agreed with the Programme Manager.

Submissions & interviews

To apply, please email a proposal including the following documents to **loth.arts@nhs.scot by 12 noon, Monday 8th June.** Please note there is an 18MB size limit to email attachments and NHS Lothian Charity cannot access file sharing websites.

For any queries, please contact:

Dr Len McCaffer, Arts Programme Manager – Experience

len.mccaffer@nhs.scot

Required documents:

- Statement detailing why you're interested in the opportunity, how your skills and attributes align to the contract description and an outline detailing your proposed approach to the role (max 500 words).
- Current CV, including relevant work experience, projects, clients and qualifications.
- Up to three examples (visuals/project coordination/evaluations etc.) of relevant past projects delivered.
- Proposed Fee including:
 - Annual fee total including daily fee rate and a proposed schedule of payments. This must include all VAT and associated expenses. Please also note whether you are VAT registered.

- Number of days available/ week or year and available start date, and confirmation that you would be able to undertake the contract.
- Contact details of two references from a similar project, including your last contract/ post (please detail whether these can be contacted after interview without prior briefing).

Interviews:

- Shortlisted applicants will be invited to interviews held on **Wednesday 18th June 2025**

Selection criteria

The following criteria and weightings will be used to assess the proposals:

- Experience & skills (30%)
- Proposed approach to the contract (30%)
- Value for money (20%)
- Communication skills (20%)

Disclaimer

The information in this brief is provided for information only. No representation, warranty or undertaking, express or implied, is or will be made and NHS Lothian Charity take no responsibility or liability as to or in relation to the accuracy or completeness of this brief or any other written or oral information made available to any party responding to brief or their advisers. No information contained in this brief will form the basis of any warranty or representation made by or on behalf of the trustees to any applicant. No response made by or on behalf of the trustees to any response to this brief shall constitute an agreement or contract between the trustees and any applicant unless expressly stated to that effect by the trustees. All applicants responding to this brief do so at their own cost and expense and the trustees will make no reimbursement whether or not an award of contract is made.





Making healthcare better, together

Scottish Charity Number SC007342



    @nhslthcharity
nhslthiancharity.org
Loth.Charity@nhslthian.scot.nhs.uk