




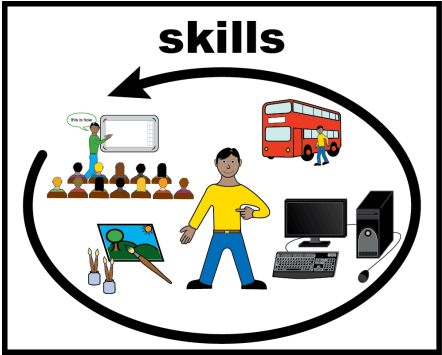
BOSS. recruitment pack

About Spectra

	<p>Spectra is an arts company that works with people with learning disabilities to make positive change in their lives and the world around them.</p>
	<p>Spectra is based in Sandwell and has been making performances, artwork and gardens since 2014.</p>

What is BOSS. and who is it for?

	<p>BOSS. is a training programme for learning disabled people who are passionate about the arts and making a positive difference in the world.</p>
---	---







This role is very creative but it is not about making art.

Trainees will create opportunities for other learning disabled people to make art and to make change.


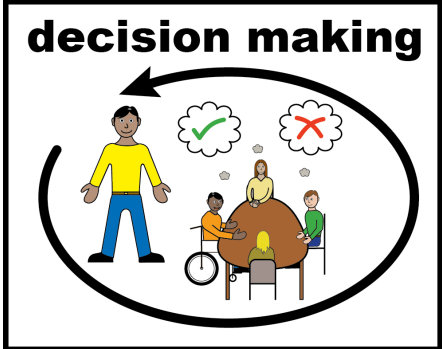
Trainees will learn skills about how to manage an arts organisation.



The training programme will last **one year.**

 <p>A map of the United Kingdom with Birmingham, Dudley, and Sandwell highlighted in red. Red arrows point from the labels to the corresponding locations on the map.</p>	<p>We are looking for people living in Sandwell, Birmingham or Dudley</p>
 <p>A cartoon illustration of a man in a yellow shirt and a woman in a green shirt, both waving their hands.</p>	<p>We are looking for people who want to keep working with us after the training is finished.</p>
 <p>A cartoon illustration of a woman with dark curly hair, wearing a brown long-sleeved top and a purple skirt, standing with her hands on her hips.</p>	<p>The Trainees we choose will be ambitious and committed.</p> <p>You need to be excited about learning and how the arts can make change.</p>
 <p>An illustration showing a man pointing at a whiteboard and a woman sitting at a desk with a computer. A large red prohibition sign (a circle with a diagonal line) is overlaid on the entire scene, indicating that these activities are not required.</p>	<p>You don't need lots of experience.</p>

What will a BOSS. trainee do?

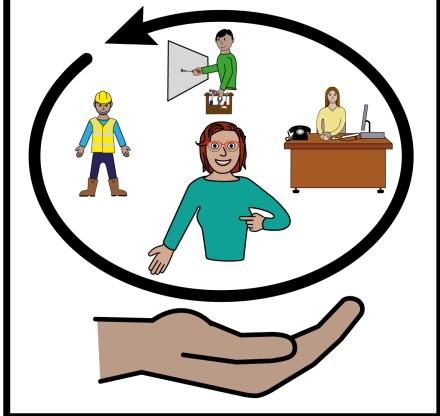
 <p>welcome</p>	<p>Two Trainees will learn about being managers in an arts organisation.</p> <p>Both Trainees will work with the Spectra staff team.</p> <p>We'll make sure Trainees feel welcome and well supported.</p> <p>Over time, Trainees will get more deeply involved with our work.</p>
 <p>decision making</p>	<p>Trainees will choose the areas of work they want to focus on.</p> <p>This might be:</p> <ul style="list-style-type: none">● Planning big projects● Helping other people with learning disabilities with their ideas● Finding money for projects● Finding audiences for projects

planning



- How to hire people
- Supporting people on the team
- Making projects accessible
- How to run conferences and big events

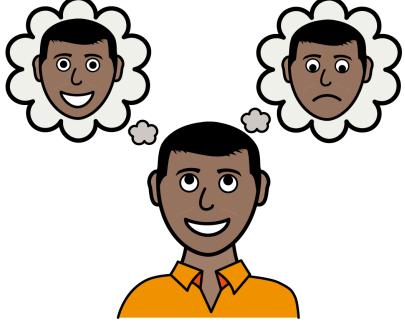
supported work





Trainees will watch experienced team members do tasks lots of times, and talk about how they do it.

When Trainees understand how to do a task, they will do it together with experienced team members.

We will support Trainees to develop the skills they need to do tasks on their own.

<p>feedback</p> 	<p>There will be lots of opportunities to talk about what Trainees have learned, how Spectra can improve, and what they want to learn next.</p>
--	---

Who will you be working with?

	<p>Spectra is a friendly place to work.</p> <p>We work hard and we laugh a lot.</p>
	<p>There are 7 staff members who work in the office.</p> <p>These will be the people the Trainees work with the most.</p> <p>You can learn more about them here.</p>



We work with lots of artists, a Steering Group, and Board members.

They all help us to plan our work and make sure we're doing it well.

support worker

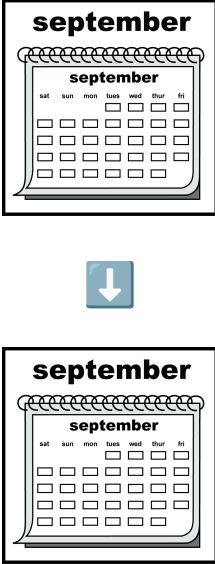
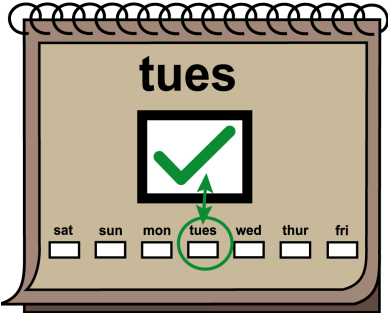


The Trainees will have an Access Support Worker.

The Trainees will help to hire the Access Support Worker.

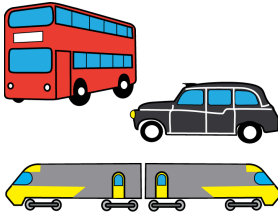
The Access Support Worker will help with any practical needs during the traineeship.

When and where will BOSS. take place?

 <p>The image shows two identical calendar icons for the month of September. The top calendar is labeled 'september' and the bottom one is also labeled 'september'. A blue downward-pointing arrow is positioned between the two calendars.</p>	<p>BOSS. will run from September 2026 to September 2027.</p> <p>The traineeship will take place over 49 days.</p> <p>The programme will mostly take place during school term time.</p>
 <p>The image shows a calendar icon for the day of the week. The word 'tues' is written in a large, bold font at the top. Below it is a green checkmark inside a square box. At the bottom, the days of the week are listed: 'sat', 'sun', 'mon', 'tues', 'wed', 'thur', 'fri'. A green circle is drawn around the 'tues' label, and a green arrow points from the checkmark down to the 'tues' label.</p>	<p>Trainees will work 1 to 1.5 days a week.</p> <p>Some of this time will be on Tuesdays in our office.</p> <p>This will be flexible around other responsibilities.</p>



Trainees might visit workshops or attend meetings in community locations.



We will support Trainees with transport.

What will Trainees be paid?



Trainees will be paid **£195 per day**.

This means **£9,555 for the year** of the traineeship.

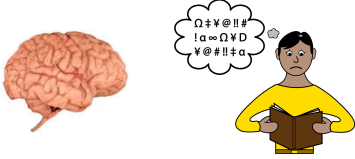





If you get **income-related benefits**, we will talk to you about when you get paid.

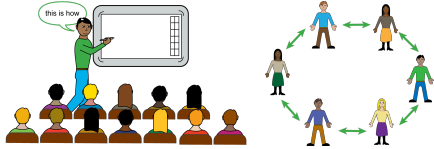

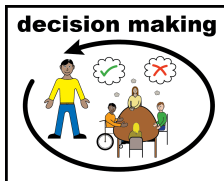
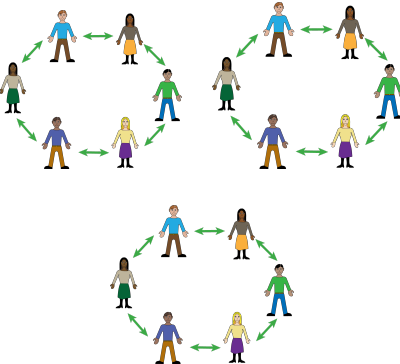

Income-related benefits include:

- Universal Credit
- Employment Support Allowance

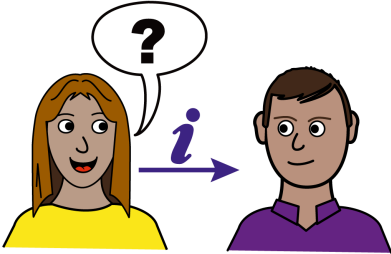
What do we mean by learning disabled?

 A brain is shown on the left. To its right is a person in a yellow shirt reading a book. Above the person is a thought bubble containing the symbols: Ω±¥@!!#, !α∞Ω¥D, ¥@#!!±α.	<p>People can have learning disabilities and learning difficulties.</p> <p>They are not the same.</p>
 A person in a yellow shirt is reading a book. Above them is a thought bubble containing the symbols: Ω±¥@!!#, !α∞Ω¥D, ¥@#!!±α.	<p>A learning difficulty is a specific learning need that usually becomes clear when a person starts school.</p> <p>It includes dyslexia and dyspraxia.</p>
 A realistic illustration of a human brain.	<p>A learning disability includes emotional, social and learning needs that become clear before a person starts school.</p> <p>It lasts a person's whole life.</p>
 A brain is on the left, and a green square with a white checkmark is on the right.	<p>This role is only for people with learning disabilities.</p>

Taster sessions

	<p>There will be taster sessions if you want to know more about the tasks that Trainees will be working on.</p>
 	<p>These sessions might help you to decide whether you want to apply.</p> <p>These sessions might help you to decide what skills you want to develop.</p>
	<p>You can come to as many taster sessions as you want.</p> <p>You do not have to come to any taster sessions if you don't want to.</p>
	<p>The first taster session is about how to host a meeting.</p> <p>It is on Wednesday 6th May at 1.30pm-3pm.</p>

share information



The second taster session is about **sharing information about events** to make people want to attend.

It is on **Tuesday 12th May** at **11am-12.30pm**.

budget

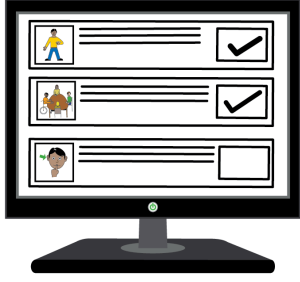


The third taster session is about **how to manage money** for a project.

It is on **Monday 18th May** at **4pm-5.30pm**.



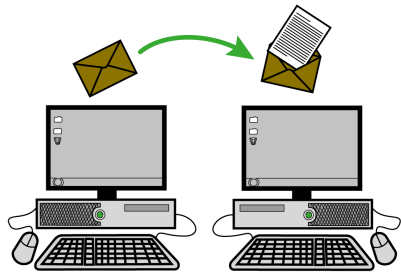
All taster sessions will be at **Lightwoods House, Adkins Lane, Smethwick, Sandwell, B67 5DP**.

 <p>online form</p>	<p>Sign up for a taster session by filling out this short form.</p> <p>Email kerry@wearespectra.co.uk if you need support.</p>
---	--

Application support sessions

 	<p>There will be Support Sessions to help you decide what you want to put in your application.</p>
	<p>In-person Support Sessions will be at Lightwoods House, Adkins Lane, Smethwick, Sandwell, B67 5DP.</p>
	<p>In-person Support Sessions will be on</p> <ul style="list-style-type: none"> • Wednesday 20th May between 1pm and 5pm • Friday 29th May between 12pm and 4pm

send email



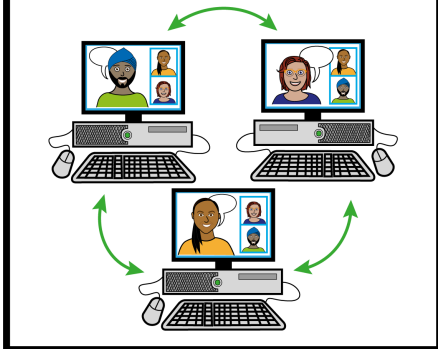
You can sign up for a **one-hour slot** on one of these days.

Please email

kerry@wearespectra.co.uk with

- Your name
- The date you want to attend
- The time you want to attend
- Your access needs

video call




Online Support Sessions are also available on most days.


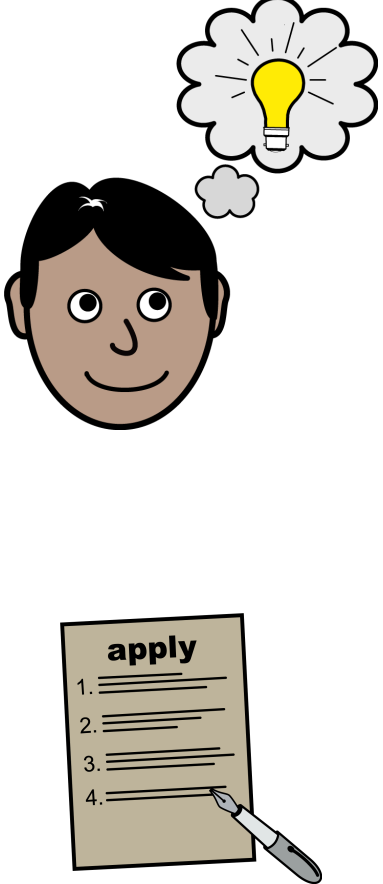
To book one of these, [please fill in this form](#).

Email kerry@wearespectra.co.uk if you need support.

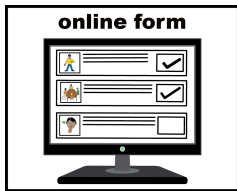
Timeline

	<p>The deadline for applications is Tuesday 2nd June at 9am.</p>
	<p>We will tell you if we want to invite you to a casual interview on Thursday 4th June.</p>
	<p>Interviews will be on Tuesday 9th June.</p>
	<p>Interviews will be at Lightwoods House, Adkins Lane, Smethwick, Sandwell, B67 5DP</p>

How to apply

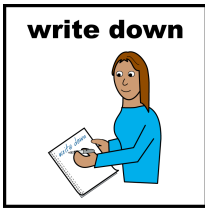
	<p>Your answer to these questions must be 'yes' to make sure you are right for the role.</p> <ul style="list-style-type: none">• Do you have a learning disability?• Are you available on Tuesdays?• Do you live in Sandwell, Birmingham or Dudley?
	<p>You need to answer these questions to apply.</p> <ol style="list-style-type: none">1. What is your name?2. What pronouns do you use?3. What is your phone number?4. What is your email address?5. Is there someone else you would like us to include when we contact you? Please give us their name and contact details.6. Tell us about your interest and experience in the arts.

7. Tell us how you think the arts can make change in the world.
8. Tell us about your long term work goals.
9. Why do you want to be a trainee at Spectra?
10. Tell us about a time when you learned a new skill. How did you learn that skill?
11. What kind of support will you need on this programme? Think about the kind of support you needed at school or at other jobs. This will help us make sure that we can support you well.



The application form is here:

<https://docs.google.com/forms/d/e/1FAIpQLSfVxezdZOZRpAIHX9JzPDCFtZIr cisXbLCcWcHBVa4oVLczA/viewform>



OR



OR



You can write your answers, send us a video or send us a voice recording.