

Liberty Advisory Group Recruitment pack

1. Overview

Liberty is the Mayor of London's flagship festival for D/deaf, disabled and neurodivergent artists. Liberty is managed by the Culture team at the Greater London Authority (GLA), the body that delivers the aims of the Mayor of London.

The Liberty Advisory Group (LAG) provides collective oversight of Liberty, including its strategic direction, accessibility and artistic programme. Members help guide the vision for the festival which is:

We spotlight and celebrate the very best of D/deaf, disabled and neurodivergent artists in London as part of a joyful, radically inclusive festival where everyone is welcome.

The Mayor of London is committed to ensuring that London is an accessible and inclusive city, in line with the social model of disability. We believe that Liberty can model best practice, nurture disability arts and artists, improve accessibility, and reach new audiences – contributing to the Mayor's aim of a fairer London for everyone.

2. Background

Launched in 2003, Liberty is now established as a unique, high-quality festival; playing a key role in raising the profile of the disability arts sector, developing artists and audiences in London and beyond.

In 2018, Liberty became a touring programme, taking disability arts to local communities. In 2019, it was presented as part of Waltham Forest's London Borough of Culture, then was part of Lewisham's London Borough of Culture 2022 and Croydon's London Borough of Culture 2023.

From 2024, Liberty will be further embedded within London Borough of Culture, with research and development taking place in 2024 and 2026, to support festivals taking place in Wandsworth in 2025 and in Haringey in 2027.

3. Membership of group

Membership of the LAG consists of representatives from the D/deaf, disabled and neurodivergent creative sector; up to a maximum of ten Members. There are five existing Members, recruited in 2021, who will continue as part of the LAG. Therefore, in this recruitment round we are seeking five new Members.

Members of the LAG can choose to be considered as individual Members or as part of an organisation (or both).

4. Length of service

Members are invited to join the board for four years, from November 2024 until June 2028. There is an option to step down after two years, in August 2026.

5. Time commitment

The GLA Culture team will schedule up to four meetings per year. Each meeting will be up to two hours in duration. We anticipate that preparation for each meeting will take up to two hours. This is therefore a voluntary commitment of 16 hours per year.

The aim will be to have two meetings in-person (spring and summer) and two online (autumn and winter) each year. There will be an option to attend online for all meetings.

In-person meetings will either be held at City Hall in Newham, or within cultural/community venues in Wandsworth and Haringey. We will share dates as far in advance as possible; at least three weeks. We aim to hold the first meeting in person at City Hall on Monday 11 or Wednesday 13 November 2024.

6. Responsibilities

Key responsibilities of LAG Members will include:

- Provide creative input and challenge to the Wandsworth and Haringey teams delivering Liberty, including their plans for research and development, the festival programme, and artist selection
- Contribute guidance and expertise on best practice access provision for the festival, for artists, staff, volunteers and audiences
- Support Liberty marketing and communications by sharing through your networks
- Contribute to evaluation of the festivals by sharing reflections
- Provide feedback on the new Liberty Digital Collection, an online exhibition of its 21-year history, to be presented on Google Arts & Culture
- Act in a collaborative and mutually respectful way, as part of a team who together have robust discussions, reach consensus and make recommendations
- Share ideas and feedback in a clear, friendly and constructive way.

7. Remuneration

Members may be able to claim a stipend of £50 per hour. This includes those who are unwaged, freelance, in education, in part-time employment or in employment with a micro enterprise (fewer than 10 employees).

As each meeting will be up to two hours, with two hours allocated for preparation, there is a maximum of £200 that can be claimed per meeting. This means there will be a maximum payment of £800 to a Member per year.

In order to be paid, Members will be put on the payroll of Reed employment agency. Please note that we cannot advise on how payments may affect individual Members' benefits and tax liabilities. We strongly recommend seeking guidance on this before claiming a stipend. The responsibilities of Members are the same, whether or not they claim a stipend.

Members can also claim up to £150 per meeting to cover access costs and expenses on submission of receipts, in accordance with the GLA Expenses and Benefits Framework.

8. Member benefits

It is important to us that there is mutual benefit to Members to be part of the LAG. In return for your time and feedback, benefits include:

- Opportunities to shape and influence a flagship festival for D/deaf, disabled and neurodivergent artists
- Opportunities to make new contacts and connections, with people working in the disability arts and local government sectors
- Insight into how programmes funded by the Mayor of London are governed and managed
- Experience as a strategic advisor, which may support professional development ambitions such as becoming a Trustee or senior leader

9. Role specification

We are looking for:

- People with experience and knowledge of the opportunities and challenges involved in commissioning D/deaf, disabled and neurodivergent-led arts and culture
- People with experience and knowledge of the opportunities and challenges involved in engaging D/deaf, disabled and neurodivergent audiences
- Ideally, experience and knowledge of the above points within a London context.

London's diversity is its biggest asset, and we want to make sure this advisory group reflects this diversity at every level.

Everyone is invited to apply; we particularly encourage applications from people who are currently underrepresented in our group: Global Majority candidates, people who identify as LGBTQIA+, people under 30 years old, and D/deaf candidates.

We also keen to hear from people with expertise and understanding in one or more of the following areas:

- Expertise in working with artists and audiences with learning disabilities
- Expertise in working with artists and audiences with mental ill-health
- Expertise in visual arts or museums
- Experience of working within venues

We will allocate one place for a candidate who is connected to Wandsworth (Liberty 2025), and one place for a candidate who is connected to Haringey (Liberty 2027). We would expect these candidates to live, work, study or otherwise be strongly linked into the disability arts sector in these boroughs.

10. How to apply

To apply, please submit an application with answers to the following five questions. This information is what all applicants will be assessed against.

1. Why do you want to be part of the Liberty Advisory Group?

2. What lived and professional experiences do you have that are relevant to this role? Please refer to the Role Specification (above) in your answer.
3. What do you think would be the main benefits to you of being part of the LAG? What are your expectations in terms of professional development?
4. What experience do you have of working as part of a team in a collaborative and mutually respectful way?
5. How would the commitment of 16 hours per year fit with your other commitments?

Applications can be made in any of these formats: a written statement, no more than two A4 pages; a recorded video, no more than five minutes (including BSL videos); a recorded audio, no more than five minutes.

The deadline for submission is **6pm on Monday 2 September 2024**. Please send your application via email to: liberty@london.gov.uk

If you have any questions or if you have any access needs that you would like to discuss with us, please email liberty@london.gov.uk or contact any of the following London Borough of Culture team members:

- Angie Farrance, Senior Policy Officer, Angela.Farrance@london.gov.uk / 07394 559 616
- Rachel Crossley, Senior Programme Coordinator, Rachel.Crossley@london.gov.uk / 07895 313 993
- Rukhsana Jahangir, Policy and Projects Officer, Rukhsana.Jahangir@london.gov.uk / 07745 109 245

11. Selection Process

Applications will be reviewed by a panel of GLA officers and a panel member external to the GLA, including at least one person with lived experience of disability.

If we need to clarify anything in your application, we may contact you for an informal chat. This will happen between Wednesday 4 and Monday 9 September but we will contact you to arrange a convenient time.

The team will let you know the outcome of your application by Wednesday 11 September.

The GLA is proud to be a Level 2: Disability Confident employer. We are committed to becoming a more inclusive and accessible organisation, and creating a truly inclusive and accessible workplace and culture for our disabled staff. We have named Disability Equality as a key corporate priority within our Equality, Diversity and Inclusion Strategy. We strongly welcome and encourage applications from disabled applicants.

12. If you are successful in your application

If you are selected as a LAG Member, there is some paperwork to complete and checks to do. We will support you through the process and it will come at no cost to you. It is likely to take a few weeks and will include:

- Share references covering the last three years, which will be taken up
- Complete a Register of Interests form so that we can manage any conflicts of interest

- Complete Right to Work in the UK checks by showing evidence of identification (e.g. passport) and proof of National Insurance (e.g. payslip, National Insurance card, HMRC tax letter)
- Sign and return the formal offer letter, containing the details of the role, start date and terms and conditions
- Undertake a Disclosure and Barring Service (DBS) check
- Undertake an Adverse Media check which reviews traditional media and social media for any detrimental candidate behaviour

Please note that the GLA team works alongside both Transport for London (TfL) and Reed employment agency, who support delivery of our Human Resources (HR) function, so communications may come from the GLA, TfL or Reed.

Privacy Notice for Greater London Authority (GLA) applicants

The GLA collects and processes personal data relating to its applicants to manage the recruitment process. The GLA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The information linked below in this privacy notice explains how the GLA will use your personal information when you apply for a role with the GLA whether that recruitment is handled by the GLA directly or by a third party engaged to manage recruitment on behalf of the GLA. Such third-party agents will be working to the requirements of the GLA.

- [What information does the GLA collect?](#)
- [How does the GLA collect information about you?](#)
- [Why does the GLA process personal data?](#)
- [Who has access to your data?](#)
- [Third parties who process data on the GLA's behalf](#)
- [How does the GLA protect data?](#)
- [How long does the GLA keep data?](#)
- [Your rights](#)
- [What if you do not provide personal data?](#)