



Community Engagement Coordinator

Title of post: Community Engagement Co-ordinator (Wellingborough)

Accountable to: Producer (Wellingborough)

Conditions: Full-time (37.5 hrs per week, flexible to include evenings and weekends when required)

Location: Wellingborough (office location tbc)

Salary: £23,000 pa

Start Date: mid-May 2020

Deadline for applications: 9am Monday 30th March

Interview date: Wednesday 8th April

To apply: Complete the Groundwork Northamptonshire application form and return to info@madeincorby.co.uk. CVs will not be accepted.

For an informal conversation, please email info@madeincorby.co.uk to request a call back from call Helen Willmott, Programme Director or Vicky Frayard, Producer (Corby) as the office is currently unmanned with staff working from home.

This post is employed by Groundwork Northamptonshire.

We are committed to equal opportunities and are actively working to increase diversity across all areas of the programme. As such, we welcome applications from all sections of the community. If you require additional support in making an application, or would like this information in an alternative format, please email info@madeincorby.co.uk or contact Tom on 07923 221759 as our office is currently unmanned with staff working remotely.

About Us

Made in Corby is the Creative People & Places (CPP) programme for the boroughs of Corby and Wellingborough, in Northamptonshire. CPP is about more people taking the lead in choosing, creating and taking part in art experiences in the places where they live. There are 30 independent projects, each located in an area where people have traditionally had fewer opportunities to get involved with the arts. See www.creativepeopleplaces.org.uk for further details.

We are a community-led arts programme which produces events and activities designed to surprise, delight and inspire local people. The programme aims to inspire more local people than ever before to take the lead in experiencing, creating and taking part in high quality arts and cultural activities. Through conversations with local people and community decision-making panels, Made In Corby puts local people at the heart of commissioning artists and producing new and exciting events.

We have been delivering activity in Corby since 2014, and thanks to new investment from Arts Council England, is currently planning to expand delivery to cover nearby Wellingborough. After a period of consultation with the local community, the Wellingborough programme will launch with a family festival in July 2020, under a new name to cover both locations. We have investment secured from Arts Council England to run programmes in both locations until 2023.

We are hosted by Groundwork Northamptonshire, who work with the consortium to lead the programme. The consortium currently includes The Core at Corby Cube, Corby Community Arts, Greatwell Homes, KHL Big Local and Teamwork Trust. Groundwork Northamptonshire work with, and for communities in Northamptonshire to create better places to live and work. Working to improve the quality of life for people and the places where they live, with a focus on the most disadvantaged areas and communities in greatest need, Groundwork Northamptonshire works across 3 programme areas; environment, young people and community.

From our beginnings in 2014 to the end of December 2019, we have held 1265 activities and events, including workshops, performances, festivals and consultations. These have enabled over 120,000 engagements with the arts.

We are creating new audiences for art in Corby – according to postcode analysis from The Audience Agency, 60% of our people that engaged with the programme in 2018 were from the places of lowest engagement with the arts (up from 37% in 2014 and 49% in 2015). For all three of our signature commissions, over a third of bookers had not previously attended an event at the local theatre. For our final signature commission in 2016, new musical Danny Hero, audience survey data shows that 52% of the respondents had not attended arts activity in the previous 12 months. At our second Grow Festival in summer 2019, 65% of surveyed audiences were from the areas of lowest engagement and since 2014, 33% of audiences have a long-term disability or illness.

We are leading the way in enabling local communities to engage with art, make decisions about what activities take place and the artists that create them. 9156 people have been consulted through our community conversations and around 1218 local people have been actively involved in making decisions about our programme, from deciding the repertoire performed by the Royal Philharmonic Orchestra and choosing our new musical, to joining community panels that choose which local projects to support and producing extraordinary arts projects.

Our programme consists of the following types of activities:

FLAGSHIP PROJECTS Led by consultation, and overseen by a community panel, these are large events, such as outdoor festivals and significant artist commissions, that are developed with multiple partners.

WORKSHOPS Regular sessions delivered by professional artists, offering an accessible, regular opportunity to participate.

COMMISSIONS Small-scale commissions for artists, selected by our community panels, to co-create work with local people.

INSPIRATION EVENTS Allowing us to take advantage of opportunities to bring exciting new work to our area, we programme cultural activities into community settings.

BIG DAYS OUT Go See trips to inspire people with great art that is happening elsewhere.

CULTIVATE Our programme of support, advice and small-scale commissioning for anyone (community groups and artists) planning to deliver arts activities that engage the local community.

For more information about our work visit www.madeincorby.co.uk

The Role

The Community Engagement Coordinator will assist the staff team, and associated artists, freelance staff and community groups, on a range of projects in Wellingborough. They will lead on engagement with the local community, especially those who are least likely to engage with traditional cultural activities.

Primary Purpose

To assist the Producer to develop and deliver the Wellingborough CPP Programme activity programme, with the support of other key staff including Programme Director, Marketing Manager, consortium, volunteers and community partners.

Specific Duties and Responsibilities

- Being the first point of contact for enquiries to the Wellingborough CPP Programme team from artists, audiences, participants and community groups.
- Co-ordinate activities within the Wellingborough CPP Programme, including workshops, performances, exhibitions and festivals, creating and updating event plans and ensuring that these meet all necessary legislation and best practice guidelines.
- Being the main link between community groups and the Wellingborough CPP Programme, managing a schedule of visits to community groups and Open Access sessions in public locations. These will be particularly aimed at those least likely to attend traditional cultural activities, including low income families, BAME communities and older people, alongside those living in our target postcode areas.
- Recruit and manage community panels for specific programme strands, working with them to plan, promote, deliver and evaluate activities and working alongside the Producer to ensure that local people take the lead in decision-making through a range of approaches.
- Managing distinct areas of the Wellingborough CPP Programme budget, alongside the Producer.
- Being a key team member at events, working alongside the Producer to ensure that all events are managed in a safe manner
- Liaising with artists, including issuing contracts, scheduling and practical arrangements to ensure that their requirements for activities these are met
- Working with event volunteers to deliver events, including organising scheduling and training where appropriate
- Recruit, develop and work with our volunteer Arts Ambassadors, supporting the Marketing Manager, to ensure that they are fully utilised for word-of-mouth marketing and distribution
- Contribute to the management of the database, in line with data protection regulations
- Contribute to the management of monitoring requirements and assist with audience data capture and analysis. Work with the Administrator and Programme Director to ensure that reporting to funders is accurate and timely, including the creation and submission of reports as required.
- Support the Producer and other staff with fundraising, including contributing to the development of small-scale funding bids and working alongside the Producer and Programme Director on developing new relationships with the private sector.
- Work with the Marketing Manager to ensure that all activities are promoted successfully, including assisting with marketing including flyer distribution and social media where necessary.
- Ensure that all activities are as accessible as possible, in line with the programme's Equality Action Plan.
- Ensure that all activities, and back-office functions, are as environmentally-friendly as possible, in line with programme's climate emergency pledge.

General

- Participate in Wellingborough CPP Programme meetings and events as required
- Attend relevant training as and when required
- To positively represent Wellingborough CPP Programme at events
- To ensure that the relevant Groundwork Northamptonshire policies and procedures are adhered to at all times.

- Any other duties appropriate to the post, Wellingborough CPP Programme and Groundwork Northamptonshire.

Person Specification

Essential

- Demonstrable interest in, and understanding of, the cultural sector nationally
- Experience of working alongside professional artists and creative practitioners to deliver activities
- Experience of working in community engagement and/or audience development, especially with under-represented communities
- Knowledge of current best practice in the cultural sector, particularly around community leadership and co-creation
- Experience of working with community groups
- Project management experience
- Awareness of access requirements across the protected characteristics
- Excellent oral and written communication skills
- Excellent interpersonal, organisational and planning skills
- Excellent IT skills including Word, Excel and PowerPoint
- Experience of data processing
- Energy and commitment
- Approachable, empathetic manner
- Ability to develop good working relationships with project partners and other staff
- Ability to prioritise workload
- Flair and imagination, and a positive attitude
- Willing to work evenings and weekends

Desirable

- Experience of working within a cultural organisation
- Knowledge of current trends in community leadership and/or audience development
- Experience in financial administration, including contracts and handling invoices
- Full driving license and access to vehicle

We will require the successful candidate to apply for a DBS check.