

**Community Engagement Manager
Creative Playground (Creative People and Places) Programme**

Job Description

Accountable to:	Project Co-Directors, Creative Playground
Responsible to:	Head of Learning & Production, Creative Playground
Responsible for:	Playmakers, Evaluation Assistant, Creative Apprentice,
Employer:	Volunteers, Freelancers Creative Crawley

TERMS OF CONTRACT:

- Contract start date: 3rd April 2023 or before if possible
- Contract end date: March 2025 subject to satisfactory 6-monthly reviews throughout the course of the contract, and continuation of ACE funding
- 4 days (32 hours) per week
- PAYE or freelance
- Rate of pay: £30,000 - £35,000 per annum pro rata
- To be paid monthly in arrears
- Probationary period: 6 months
- Period of notice: 2 months
- Place of work: The post will be based within a suitable workplace location to be confirmed and other suitable spaces in Crawley

References will be taken up prior to contract commencement
You will be expected to work flexibly which will include regular evenings and weekends
No overtime will be paid but the organisation operates a Time Off In Lieu policy and procedure.

Introduction

Creative Playground is a project funded by the Arts Council England Creative People and Places programme from 2022 to 2025.

It is a new project in Crawley that encourages local people to lead a programme of arts and culture and engage in high quality arts and culture in their town as audiences, participants, makers, producers and curators. Local people work with a team of experts to develop their skills, engage in a wide range of different types of creativity and make decisions about what art and culture takes place in their town in homes, work places, community venues, outdoor areas and public spaces.

Playmakers is a network of Crawley people who come together to take part in and help make decisions on what cultural activity happens in their local area.

Creative Playground is managed by a consortium made up of the following organisations: Manor Royal BID, The Hawth, LGBT+ Crawley, DIVERSE Crawley and Crawley Town FC Community Foundation.

The aims are:

1. To achieve a long-term increase in levels of arts engagement
2. To increase the types of decisions that residents can make regarding creative activities happening in their town, and involve them in direct decision-making for the project.
3. To bring more resources into the area for creative projects.
4. To leave a stronger local arts infrastructure and cultural offer.
5. To have a positive effect on community cohesion and wellbeing.
6. To develop the reputation of Crawley as a cultural destination where you can see and take part in a wide range of high quality creative events and activities.

The Community Engagement Manager is responsible for the successful delivery of the community engagement action plan and the Playmakers programme. In collaboration with the Community Producer with support from the Head of Learning and Production and Project Co-Directors, the Community Engagement Manager is responsible for all aspects of the community engagement programme delivery and strategic development.

The Community Engagement Manager will ensure that Creative Playground is locally owned through embedding outstanding engagement practice at the heart of the programme and sharing this best practice and the programme's outcomes locally and nationally. The Community Engagement Manager oversees all aspects of community engagement, volunteer development and evaluation and delivers against the business plan and work towards the key milestones, targets and outcomes agreed.

Key Responsibilities:

Volunteers, Playmakers and the Public

- Support, develop and manage the Playmakers programme to ensure that a diverse range of local people are at the heart of the programme by training and supporting them to lead decision-making processes within the programme
- Lead the recruitment of Playmakers to ensure that the network is demographically representative of the wider population of Crawley
- Design, plan and administer an annual programme of trips, visits and go-sees for Playmakers and the Public in collaboration with a range of agreed key cultural institutions and smaller arts organisations, using the trips as an opportunity to develop stronger relationships with the organisations and attendees, growing demand and embedding legacy
- Work closely with commissioned artists, communities and partners to ensure the quality of engagement processes and outcomes throughout the project

Training and Learning

- Collaborate with the Head of Learning and Production to deliver the engagement strategy
- Develop and disseminate papers and toolkits based on the best practice outcomes of the programme
- Speak at National CPP events and other conferences of relevance on agreed topics, sharing the outcomes and impact of the programme

Programme Management

- Collaborate with the Community Producer to manage the current programme in the context of the 10 year vision
- Manage strategic, developmental partnerships enhancing the values of the programme and embedding the legacy of the work

Collaboration and Communication

- Fully subscribe to the ethos of collaboration that is at the heart of this programme
- Facilitate participatory decision-making in all our artist commissioning
- Support the Creative Playground Communications and Project Assistant in developing and implementing communications initiatives for the programme. These will include:
 - Internal updates
 - Team meetings
 - Briefings
 - Advocacy events and papers
 - Programme Launch events
 - Printed materials
- Supply content on a weekly basis
- Be active and present in all Creative Playground social media channels

Monitoring and Evaluation

- In collaboration with the Project Co-Directors and the Evaluation Assistant and other teams members, complete the monitoring and evaluation reports for Arts Council England and other funders as necessary, and prepare evaluation summary reports to the Core Consortium
- Support commissioned groups so that they can provide monitoring and evaluation reports in a timely manner
- Maintain accurate and up to date monitoring information on the Playmakers programme
- Deliver against the business plan and work towards the key milestones, targets and outcomes agreed
- Work with our Evaluation Partner to interrogate and articulate the outcomes of the programme, to include local case studies, advocacy documents and the sharing of best practice methodologies originating within the Creative Playground Programme

Income Generation and Financial Management

- Contribute to forecasting, and the preparation of accounts as required
- Manage budget activity across the community engagement programme, supporting the Creative Playground team to make good decisions about allocation of spend
- Contribute to business development and income generation through the creation of new fundraising initiatives and partnerships
- Support Project Co-Directors with the developing and delivering of presentations, bids and tenders to potential funders and partners
- Contribute to funding applications to grant giving Trusts and Foundations and Public Bodies.
- Maintain and develop excellent funding relationships with key contacts.
- Maintain awareness of local, regional and national arts and participation funding opportunities.

Governance

- Attend advisory roundtable meetings quarterly
- Line manage the Evaluation and Admin Assistant
- Attend Core Consortium meetings as required, providing regular programme update reports
-

Other

- Work to the programme's Code of Conduct
- To work flexibly, including at least 1 evening a week, and at least 1 weekend a month
- Any other duties as reasonably required by the Project Co-Directors.

Community Engagement Manager: PERSON SPECIFICATION

Essential

- A commitment to collaboration and participatory decision-making
- Proven experience of leading and/or managing a community engagement programme
- An interest in and commitment to the development of the personal, social and creative skills and needs of participants
- A minimum of 3 years experience in a similar role
- Experience of working with a range of organisations, groups and individuals and communicating effectively at all levels
- Experience of recruiting, retaining and managing volunteers and leading arts based volunteer programmes
- Well developed creative skills, with the ability to think laterally and innovatively
- Excellent networking and advocacy skills
- Marketing and profile raising experience
- An awareness of equal opportunities policy and practice and a commitment to inclusion and access
- The ability to prioritise, working on own initiative and in a flexible and responsive manner
- An understanding of the nature of the relative roles of the Statutory/Independent sectors
- A good listener and fluent communicator
- Experience of monitoring, evaluation and report writing
- Experience of commissioning and funding models
- High level of presentation and communication skills in written and verbal forms including excellent ICT literacy
- A clear understanding of the aims of the CPP national programme
- Vision, ambition and enthusiasm for the legacy of Creative Playground
- Willingness to undertake an enhanced criminal records disclosure

Desirable

- Experience of programme management and delivery and of developing large-scale, sustainable programmes of work
- Experience of developing strategic partnerships at a range of levels within the arts, statutory and community and voluntary sector
- Knowledge of Crawley and the wider South East region
- Clean driving license

How to apply

The Consortium is committed to equality of opportunity and access for all. We recognise the positive value of diversity and promote equality. We welcome and encourage applications from everyone, irrespective of their age, gender, class, marital status, nationality, ethnic origin, disability, religious belief or sexual orientation or any other protected characteristics listed under the Equality Act.

To apply, please submit:

A letter of application setting out why you are applying, your interest in the position, and how your skills and experience match the job description and ideal candidate specification (maximum 1,000 words) • Details of 2 referees, one being your current or most recent employer • Your Curriculum Vitae

Please also complete this equality monitoring form with your application:

<https://forms.gle/3gBczMf3mDQuf2nB9>

All applications must be submitted to Creative Crawley by 12 noon Monday 6 March 2023 via email to recruitment@creativeplaygroundcrawley.com . Applications can be submitted in alternative formats on request – please contact recruitment@creativeplaygroundcrawley.com

For an informal conversation about the role please contact louise@creativeplaygroundcrawley.com

Shortlisted applicants will be contacted by Friday 10th March and invited for interview on 15 or 16 March 2023. Interviews will be held online or at an address to be confirmed in Crawley.

An offer will be made to the successful candidate shortly after this. Candidates should note that any offer of employment made by Creative Crawley will be subject to satisfactory written references and possibly a Disclosure and Barring Service check. Candidates must also be able to demonstrate that they have the right to work in the UK and that they have the qualifications listed in their application. You are always advised not to resign from your present employment until any offer of employment has been confirmed.