

COMMUNITY ARTS DEVELOPMENT OFFICER

PART TIME

OCTOBER 2022

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

T: 01902 572 090

E: admin@newhamptonarts.co.uk

DETAILS

Title: Community Arts Development Officer (part-time)

Salary: £20,759.96 per annum (pro rata)

Responsible to: The Chief Executive at the Newhampton Arts Centre.

Hours of work: 24 hours per week. Additional hours may be required at busy times by agreement and will be paid at the same rate

Start Date: 5 December 2022 (or as soon as possible after this date)

Job Status: Permanent

CONTEXT

Newhampton Arts Centre (NAC) is a thriving and vibrant hub where people from all backgrounds enjoy seeing, creating and performing music, dance, drama and visual arts in all forms. We have a strong reputation for being welcoming and supportive to all visitors and bookers.

NAC is currently an Arts Council England National Portfolio Organisation and has an ambitious programme of work running up to 2026. Developing a community and outreach programme is a key part of the business plan including focusing on local communities, older people and children and young people. Over the past three years the programme has delivered work in partnership with local primary schools, the Holiday Activities and Food programme, Esmee Fairbairn Charitable Trust, Eveson Trust and many others.

We are looking for a dynamic, creative and highly motivated Community Arts Development Officer, working closely with the programming and marketing team, to play a key role in strengthening NAC's role in the communities that surround it. NAC strives to be an Equal Opportunity Organisation, is committed to building a culturally diverse workforce and actively encourages applicants from different backgrounds.

KEY RESPONSIBILITIES

1. To develop programmes of work relevant and useful to the many communities that surround NAC
2. To develop links with organisations in the voluntary and education sectors who work with the communities that surround NAC;
3. Develop a set of long-term objectives for NAC's community and outreach work through consultation with local community partners.
4. Work with the programming team to develop music, theatre and dance programming of relevance to our many local communities: particularly those within 10 minutes walk of NAC, young people and older people.
5. Link NAC in with community initiatives local, regional and national (eg Fun Palaces, Makeshift, Big Lunch).
6. Monitoring and evaluation as required.

DUTIES

- ▶ Develop and maintain positive contacts with a wide variety of groups, stakeholders and individuals in Whitmore Reans and the area surrounding NAC; and act as a first point of contact on behalf of NAC for them.
- ▶ Maintain a good understanding of the issues facing the area and Wolverhampton as a whole, and how NAC can positively contribute to addressing these.
- ▶ Attend external meetings, particularly with a community and outreach focus, on behalf of NAC as a whole.
- ▶ Work with the Chief Executive and Site Manager to identify and build relationships with artists that will strengthen the relevance of NAC's programme to our communities and assist implementing and monitoring the Equality and Diversity Policy
- ▶ Work with the Marketing Officer to raise awareness of NAC's programme as a whole with our local communities
- ▶ Identify barriers to accessing NAC from local communities and work with the Chief Executive on strategies to remove these and on securing the resources for implementation
- ▶ Undertake consultation and evidence-gathering for funding proposals drawn up with the Chief Executive and fundraising personnel and contribute to bid writing
- ▶ Project manage the community and outreach programme, including current initiatives such as Paint The Day and the Holiday Activities and Food programme as well as ones developed by the post-holder.
- ▶ Contract and manage artists and other creatives recruited to deliver the community and outreach programme
- ▶ Maintain delegated project budgets for the community and outreach programme and work with the Finance Officer and Chief Executive on accurate financial record-keeping and reporting
- ▶ Maintain monitoring and other records and compile reports for funders, the NAC Board and other stakeholders as required
- ▶ Work with the Marketing Officer to ensure that the impact of the community and outreach programme is well communicated
- ▶ Undertake regular evaluation to assess the effectiveness of the community and outreach programme against its objectives and against Arts Council England and other funders criteria.
- ▶ Any other duties, including those undertaken by all NAC staff, as reasonably required.

SKILLS AND QUALITIES OF THE POSTHOLDER:

Essential	Desirable	Demonstrated by
Confident communicator	Highly developed interpersonal, presentation and networking skills	Application, interview, references.
Arts or community development experience/qualification	Experience in informal or formal education or community work.	Application
Interest in the arts/entertainment (performing and visual)	Experience of working or studying in an arts environment.	Application, interview, references,
Confident in using Microsoft Office applications and standard work platforms such as email	Experience with content creation for web and social media	Interview
Self-motivated and pro-active		Interview, references
Able to prioritise and manage multiple deadlines	Good time management and planning skills	Interview, references
Commitment to community development	Experience of regeneration or similar community development initiatives	Interview
Reliable and trustworthy.	Experience of taking responsibility and motivating others	Interview, references.
Commitment to equal opportunities and diversity	Experience of working with community groups and people from a range of social and ethnic backgrounds.	Interview, references.
Understanding of how the voluntary and statutory sectors work at a local level.	Knowledge of community and voluntary sector organisations and of communities in Wolverhampton and Whitmore Reans	Interview

TERMS OF EMPLOYMENT

1. Wages will be paid monthly by Direct Payment into a named UK bank account.
2. Newhampton Arts Centre will pay Employer's National Insurance Contributions.
3. Tax and National Insurance, plus any other statutory deductions (including student loan repayments), will be deducted at source.
4. Pay is reviewed annually in April of each year.
5. Pension: An auto-enrolment pension scheme is in operation with The People's Pension. Current contributions are 3% for employer and employee.
6. Holidays: 25 paid days per year, pro rata, plus statutory holidays, and including Christmas and New Year site closure days. Holidays must be taken at times convenient to the running of the NAC.
7. Training: Appropriate training will be provided as necessary.
8. Probation: This contract is conditional on a satisfactory probationary period of one month.
9. Sick Pay: Absence due to sickness must be notified by 9am on the first day or as soon as possible.
10. Grievance and Disciplinary Procedures will be dealt with by Line Manager and then the CEO in the first instance. If necessary, matters can be referred to the board members responsible for staff Issues.
11. Termination of contract: Four weeks' notice of termination of contract is required on either side.
12. Security: The Employee will be responsible for looking after keys and security codes entrusted to them and will not pass these on to any unauthorised individual
13. Staff Handbook: Full conditions of employment are available in the NAC office.
14. Any offer of employment is conditional on an Enhanced Disclosure and Barring Services check.
15. NAC reserves the right to require all employees to follow specific public health guidance that may be issued by either national government or local authority.



HOW TO APPLY:

Complete the application form, available from admin@newhamptonarts.co.uk or by visiting www.newhamptonarts.co.uk and return by email to admin@newhamptonarts.co.uk by the closing date below

DEADLINE FOR APPLICATIONS:

5pm on Friday October 28th

INTERVIEWS:

Thursday November 3rd

(please indicate on your application any times on this day you are not available)

WANT A CHAT?

For an informal chat about this post telephone Chief Executive Trevelyan Wright on 01902 572090 or email admin@newhamptonarts.co.uk with a phone number to receive a callback.



facebook.com/NewhamptonArts



@Newhampton



newhamptonarts.co.uk



instagram.com/newhamptonarts/?hl=en

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

Phone: 01902 572 090

newhamptonarts.co.uk