



JOB DESCRIPTION

Post:	Community Engagement Assistant
Department:	Creative Programming
Reports to:	Community Engagement Lead
Direct reports:	none
Salary:	National Living Wage
Location:	Spring Bank/Humber Street Gallery/home working
Contract type:	Fixed Term, Kickstart

ROLE

Absolutely Cultured is embarking on a new initiative from January 2022 to establish a creative centre in Spring Bank. A programme for the centre will be developed through working with the community that will be further progressed over a three-year testing period.

The community engagement assistant will work alongside the community engagement lead and wider creative team to develop and deliver a creative centre programme that will focus on sharing and preserving cultural heritage of communities and neighborhoods through arts and cultural activities.

As a core part of the Absolutely Cultured team, you will work to ensure the continuing success of the company delivering the best quality experience to all.

RESPONSIBILITIES

- Support the Community Engagement Lead to ensure the high quality planning and delivery of the centre programme
- Work closely with the community, gathering insight and feedback to help develop the delivery plan
- Ensure that all resources required for the delivery of the programme are in place
- Ensure that activity delivery spaces and resources are fit for purpose with all appropriate risk assessments and health & safety requirements in place
- Maintain existing relationships and build new partnerships for the benefit of community focused projects
- Accommodate the needs of the centre users / audiences wherever appropriate
- Manage volunteers and freelance facilitators / tutors as appropriate.
- Work on events and functions which could be at any time during the week, weekends, and bank holidays which may include anti-social hours.
- Support with key administrative and clerical duties to assist with the successful delivery of the various programmes that Absolutely Cultured deliver.
- Attend and contribute to team training, team meetings, briefings and project team meetings where appropriate
- Support with our awareness activity by directly sharing content from events and activities on Absolutely Cultured's social media channels and/or capturing images and other content for sharing, in coordination with the Public Engagement team



PERSON SPECIFICATION

- Experience of working in a community setting with a diverse range of people
- Effective planning, organisational and timekeeping skills
- Effective communication and listening skills
- A knowledge and understanding of community and social issues
- Confident in speaking and presenting to groups of people
- A non-judgemental and positive attitude
- Ability to use own initiative
- Ability to think creatively and work within a team
- Able to work flexible / unsocial hours if necessary
- Experience of liaising with tutors and artists
- Experience of creating materials for a variety of audience types
- Experience of working in a variety of community settings
- Experience of conducting monitoring and evaluation activities

PERSONAL CHARACTERISTICS

- Positive, proactive and can-do approach to work
- Positive attitude to all visitors in line with Absolutely Cultured's Equality and Diversity Policy
- Flexible approach to working hours
- Ability to self-motivate and use initiative when working alone
- Reliable and committed, to work as part of a team on a rota basis
- Interest in and knowledge of the visual arts and understanding of the mission and values of Absolutely Cultured