

Recruitment Application Pack Arts Engagement & Outreach Manager



Application Pack for the role of Arts Engagement and Outreach Manager

Thank you for inquiring about the above opportunity.

The closing date for receipt of applications is 29th May 2023. Interviews will be held the week commencing 5th June 2023.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply, please download and complete an online application form by visiting [here](#) and email to info@trinitybristol.org.uk with "Arts Engagement and Outreach Manager " in the subject line. Please complete our anonymous Equal Opportunities form [here](#)

Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.



About Trinity

"...I saw when I visited Trinity that it is not only committed to encouraging and fostering the Arts in Bristol, but also to ensure young people from diverse backgrounds experience all aspects of Art & enable them to realise their dreams." **Miriam Margolyes, Trinity Patron**

The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 60,000 people each year.

We provide a progressive a programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

Trinity's message is "YOU can create" People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts delivering over 1,000 events and cultural experiences. Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.



Community Arts at Trinity

We have an established track record in community arts and an extensive partnership network, unlocking access to the arts for people living locally.

Our core charitable work is split across three programmes:

1. Cultural Communities: We respond to the needs of neighbourhoods and communities to engage and sustain an interest with arts through a co-designed programme; providing facilities and creative activities in the interests of social welfare. Including dance/music/drama/craft workshops - supporting 3,100 people (2021/22).

2. Creative People: We empower children and young people through tailored arts learning and progression - working with 609 participants (2021/22).

0-5yrs Creative Play with children and families.

5-11yrs Creative Activation - alliance with primary schools.

11-16yrs Creative Empowerment in partnership with frontline charities and schools.

16-25y Creative Aspiration - open access creative workshops and masterclasses.

3. Artists: We amplify the work of under-represented artists, celebrating diversity by supporting and platforming emerging talent to further their practice and resourcing the creation of new participatory works - supporting 173 artists (2021/22).



Our Vision for Arts Engagement & Outreach

In the next two years, our aim is to strategically broaden and deepen arts engagement by placing our communities at the heart of everything we do, plan and deliver. We will do this by:

Being proactive with local and citywide priorities, and strategically respond to evidence gathered through independent analysis, research and consultations (e.g. indirect response to a youth consultation).

Investing in decision-making mechanisms to unlock the power of the arts and creativity to foster connectivity and empower communities to take charge of the change they want to see.

Furthering civic-participation, strengthening engagement and democratising culture to ensure unheard voices are meaningfully informing the decisions we make.

“The diversity of the ward is special. The untapped social and cultural capital, together with the resilience of the diverse communities, should be a priority task”. Ward Cllr, 2022

Job Description for the role of Arts Engagement & Outreach Manager

Job Title: Arts Engagement & Outreach Manager

Contract type: Two-year fixed

Reporting to: Deputy CEO

Responsible for: Community Producer

Rate of Pay: £32,000 - £35,000 (FTE)

Hours: 30 hours per week/0.8 days

We are looking for a passionate and experienced Arts Engagement & Outreach Manager to join Trinity as we increase our commitment to working with local neighbourhoods and community groups - furthering our reach and delivering a combined arts programme that is co-created and co-delivered in partnership with groups and artists.

You will have demonstrable experience in working with diverse communities and using the arts to foster a sense of community, enhance cultural understanding, and promote creativity and expression among community members.

The Arts Engagement & Outreach Manager will work with cross-sector partners - charities, community groups, social enterprises and grassroots creative organisations - to design and deliver a targeted programme of place based creative activity. You will develop a broad and informed understanding of local need, identify gaps in provision to develop or enhance existing partnerships, and inform programme design and delivery to optimise Trinity's impact locally.

You must be passionate about civic engagement and community building, creating a more inclusive and equitable society where communities can engage with and enjoy creativity and culture, either through existing or new democratic decision-making mechanisms.

As part of our commitment to supporting the learning and development of all staff, we will work with you to design a professional development plan (CPD), specific to the role and wider organisational needs. This will include access to internal and external training opportunities.

KEY RESPONSIBILITIES

1. Programme design: Review of current programme to define a clearer, more robust delivery model that has been co-designed with residents and community groups local to Trinity.
2. Programme delivery: Deliver a programme that proactively responds to local need and is reactive to local aspirations, working strategically with cross-sector partners to maximise impact.
3. Civic engagement: Strengthen, through existing and new mechanisms, Trinity's commitment to civic participation - unlocking dialogue and sustaining meaningful engagement.

Job Description for the role of Arts Engagement & Outreach Manager

Programme design

- Work with Trinity's Creative and Cultural Teams, local partners and residents, to develop a year-round programme of activity that will strengthen civic engagement.
- Research, plan, produce and present activities local to Trinity neighbourhoods, supporting community groups and participants to contribute, grow and share their skills.
- Develop and promote commission briefs and event proposals, ensuring plans take into account the needs of different communities or individuals participating, to provide an inspiring, safe and enjoyable experience for all.

Programme delivery

- Oversee the delivery of all community and neighbourhood activity, including targeted health and wellbeing projects, and monitor activity against agreed objectives and milestones.
- Negotiate fees and contracts for all freelance and commissioned work and issue contracts in line with Trinity's contracting process.
- Work closely with the Creative Team to develop and maintain relationships with key communities and individuals local to Trinity.
- Work with the marketing team to ensure all activity/events are celebrated across Trinity's marketing and communication channels, including promotion, delivery and impact.
- Communicate information about Trinity's work internally and externally, to partners, funders, networks and other interested parties.
- Ensure all activity is monitored to track engagement and progress - to inform reporting, delivery and planning - and support Trinity in developing new systems/approaches to improve consistencies in impact monitoring and reporting.
- Maintain a broad knowledge of changes to health, social, housing, youth and elderly provision across the wards local to Trinity.

Civic engagement

- Champion democratic decision-making tools and support current mechanisms e.g. Forums, Membership and Citizens Assemblies to strengthen engagement.
- Introduce new systems/approaches to further Trinity's commitment to civic engagement and engage more voices to further our efforts to democratise culture.
- Listen to local feedback and work with the wider community to identify tools and create responses to local ideas, needs and barriers to engagement.

Person Specification for the role of Arts Engagement & Outreach Manager

Experience (work/volunteer)

Demonstrable experience delivering arts-based activity with community groups
Demonstrable experience delivering place-based activity in neighbourhoods/community spaces
Knowledge, experience and a passion for community arts development
Knowledge of the local area and services
Experience in engaging and advocating for people with protected characteristics
Familiar with customer relationship management databases (CRM)

Skills (demonstratable)

Proficiency in Microsoft Office (Word, PowerPoint, Excel)
Attention to detail and strong administration skills
Good interpersonal skills
Good written, verbal communication and numerical skills
Capable of maintaining appropriate written records
Awareness of confidentiality and data protection

Personal characteristics (values and approach)

Ability to work unsupervised to agreed objectives and priorities
Flexibility, willingness to learn and to undertake a variety of tasks
A confident problem solver/trouble-shooter
A commitment to the values and objectives of Trinity Community Arts

Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description. These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Events Production Assistant.

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Flexible working

This post is being advertised as a part-time role, 30 hours per week. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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