



Community Engagement Officer

(Lincolnshire & Nottinghamshire¹)

Information Pack

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www.liveandlocal.org.uk

¹ And potentially parts of Leicestershire and Rutland

Summary

It is an exciting time to work for Live & Local as the company refreshes and reorganises its focus in the wake of the COVID-19 pandemic, delivering both existing and new and innovative strands of work whilst continuing to serve a range of partners, communities and stakeholders.

The role offers autonomy and flexibility; working remotely for a National Portfolio Organisation of Arts Council England of 30 years standing that is a confident and effective broker for a range of arts and community development activities. It is an opportunity to make a significant impact on the local arts ecology by enabling high quality arts activities in partnership with local communities, voluntary groups, local authorities and artists.

The Community Engagement Officer reports to the Engagement Manager and work alongside the Audience and Artist Engagement teams. The Engagement teams will collaborate across the organisation to drive initiatives and manage relationships across all our stakeholders.

The role is a key element in delivering sustainable and mutually beneficial relationships with communities and audiences through consultation, participation and collaboration. The role will be crucial in further aligning the organisation with Arts Council England's 'Let's Create' strategy and their new investment principles ahead of our next National Portfolio application and continuing to meet the needs of our Local Authority and other funders.

The successful candidate will have demonstrable experience of managing relationships with both professional colleagues and voluntary organisations, proven project management skills and a working knowledge of Lincolnshire, Nottinghamshire and the wider East Midlands. Excellent communication and interpersonal skills with a range of stakeholders are required, as is an understanding of the power of arts and culture at both professional, grassroots, community and voluntary level.

This role is offered as annualised hours, remotely based salaried position.

Live & Local is a National Portfolio Organisation of Arts Council England

Live & Local

December 2021

If you would like an informal conversation about the role, please contact Chris Davis (Engagement Manager) on chris@liveandlocal.org.uk

Job Description

Summary

The Community Engagement Officer is one of a team of three similar roles and part of the Engagement Department, accountable to the Engagement Manager. They support the department to develop and implement activities that deepen relationships between the organisation and our stakeholders, widening the reach of our activities into new communities, and to facilitate the delivery of meaningful arts activity across our network.

The role relates to all of our activities including the Community Touring Scheme (CTS), Big Picture Show (BPS) in some counties, artist development scheme (DART), Live & Local: LivingRoom (and other projects relating to specific audiences, health and wellbeing, and the rural economy) with particular geographical focus on Lincolnshire and Nottinghamshire².

Recruitment & Retention

Ensure a strong and vibrant local network:

- Research, identify and approach potential voluntary groups and organise meetings.
- Plan and deliver community recruitment initiatives in specific areas as required.
- Respond to and meet organisations who have enquired about involvement with any of our activities or projects. introducing the performance and/or film schemes or other relevant activities, assessing the group and their venue, and writing reports.
- Support participating groups to enable retention of groups into the future.
- Keep the enquiries management databases up to date.

Supporting Performances, Activities & Events

Develop the skills and knowledge of the local volunteers and their groups to successfully promote and manage professional arts events in their community:

- Advise new CTS/BPS promoters on their choice of shows/Films for their local community.
- Advise promoters on ticket pricing.
- Co-ordinating engagement with promoter groups and maintaining an overview of needs and adjusting support as required.
- With the Audience Engagement team provide Promoters with marketing advice during the run up to their events by telephone, email and in person.
- Identify practical marketing/networking opportunities within and between communities and organising networking opportunities for the volunteers.
- Attending events: providing practical support and advice to the local group and artists to ensure a quality event for all involved, carrying out occasional audience surveys and encouraging people to join the mailing list and to become Friends.

Project Development & Support

Support the Engagement Manager in shaping and delivering time-limited projects and driving forward new initiatives in participating communities:

- Research and develop new projects and initiatives relevant to the business plan.
- Support the Engagement Manager in implementing projects.
- Keep abreast of relevant local funding and/or partnership opportunities
- Hosting annual county Promoter networking meetings.

² with possibly parts of Leicestershire and/or Rutland

Advocacy & Communications

- Maintain relationships with our local authority contact officers, prepare regular reports with monitoring and evaluation information and keep them in touch with general Live & Local developments, plans and opportunities.
- Support the Audience Engagement team maintaining our local profile through networking and by ensuring a positive relationship with key stakeholders:
 - Local authorities.
 - Local voluntary network(s).
 - Potential partners.
- Ensure the Key Contacts database is kept up to date in terms of Local Authority contacts and Councillors.
- Contribute regularly to our social media activity.

Strategic Development

- Support the development of the organisation's strategic direction in relation to:
 - Voluntary organisations and community development.
 - Projects and partnerships.
 - The Creative Case for Diversity.
 - Aligning our activity with 'Let's Create' (ACE 10 Year Strategy)
 - The use of digital activity that will make it a vital dimension of everything the organisation does.
- Attend events in the region by artists who are under consideration for inclusion in the Live & Local menu of shows available for booking or the DART programme.
- Monitor and report on community and personal outcomes through written reports, presentations and preparation of case studies.

General

- Contributing to the implementation of all Live & Local policies.
- Attending appropriate meetings and networking events.
- Undertaking appropriate training.
- Other reasonable duties as deemed necessary.

Person Specification

Essential	Desirable
<i>These are the minimum criterion needed for the job and the job cannot be done without meeting these criteria.</i>	<i>The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.</i>
Experience	
<ul style="list-style-type: none"> • Minimum 3 years professional experience working in similar or related environments. • Working with volunteers and voluntary organisations in a professional capacity • Presenting new ideas to people and public speaking • Experience managing a range of relationships with varied stakeholders. • Running effective meetings • A record of attending a variety of professional arts events on a regular basis. • Experience of running & organising arts events. • Experience of marketing, publicity and/or promotional practices. 	<ul style="list-style-type: none"> • Working as a remote worker • Working with or for local authorities • Experience of local government structures and systems • Working as a volunteer yourself • Working with rural communities • Managing volunteer recruitment and retention • Experience and understanding of digital / social media platforms for marketing & communication. • Ability to assess the success of arts events. • Experience of undertaking research/case studies and collating information into reports • Assessing the quality and success of performing arts events as part of a job • Front of house management.
Skills & Knowledge	
<ul style="list-style-type: none"> • Aptitude to work as a remote employee with minimal supervision. • Ability to plan and manage own workload. • Confident and competent IT user with experience of word processing, spreadsheets, internet and email • Knowledge of local government structures and systems • Running effective meetings • Excellent telephone manner. • Good interpersonal skills and friendly personality. • Clear and confident verbal communication skills • Clear and confident written communication skills. • Ability to provide clear feedback to colleagues. • Geographical knowledge of the relevant areas 	<ul style="list-style-type: none"> • Knowledge of a range of techniques to facilitate skills development with groups and individuals. • Use of social media channels in a professional capacity. • Project management skills. • Knowledge of Local Authorities / Local Government (particularly funding-related) • Knowledge of different models of Arts Engagement.
Education/Qualifications	
<ul style="list-style-type: none"> • Excellent literacy and numeracy skills • Willingness to learn new skills and accept training. 	<ul style="list-style-type: none"> • Track record of training relating to the job role. • Evidence of relevant professional development training beyond higher education
General	
<ul style="list-style-type: none"> • Understand our objectives and ethos; • Prepared to work occasional unsociable hours (evening / weekend). • Access to secure, reliable and efficient broadband service at remote work site and/or a home office • Current driving licence and access to a car 	

Terms and Conditions

The post is offered as a salaried position as an employee of Live & Local Ltd. on a **fixed term annualised³ contract for one year in the first instance**. These hours can be worked flexibly, but there is some expectation of core working which will be discussed with interviewed applicants. The post will be subject to Live & Local's **Terms and Conditions of Employment** for 2021/22⁴

Salary

- £24,556 pro rata
- Salary is paid monthly in 12 equal amounts across the year.

Hours

- Total 1,274 hrs annualised across a year equating to a notional average of 24.5 hrs/wk. (0.7FTE)
- Some regular days and hours for each week will be agreed before the start of the contract. However it is certain that these will vary in some weeks to fit with the role. The employee is required to keep a record of hours on a monthly basis to enable forward planning.
- There is an expectation that a minimum of 50 hours would be worked per month;
- Weekend and unsociable (evening) hours are an accepted part of this job. However these would be agreed after discussion between Live & Local and the post holder;
- Any additional agreed duty hours, i.e. work that is part of required duties, are paid at an hourly rate commensurate with an employee's annual salary.

Other

- It is anticipated that the post holder will be home-based;
- Company laptop and mobile phone provided;
- One month probation period and a performance review after three months;
- There will be 137.2 hrs (20 days) annual paid leave (leave year is June to May);
- Employer pension in line with statutory minimums;
- Termination of contract would be 1 month on either side;
- The post holder will be responsible to the Engagement Manager;
- Travel expenses are paid for travel associated with the job.

Additional Hours

Agreed after discussion with the line manager with usually a minimum of 6 weeks' notice.

Application Procedure

The [online application form](#) is available and via our jobs page. If you require an application form in another format, please contact admin@liveandlocal.org.uk

Please explain how your skills, experience, training and knowledge make you suitable for and address each point in the Person Specification in the application section of the form.

Please submit completed form no later than **midday on Tuesday 1st February 2022**. If you have not heard by 5pm on Wednesday 2nd February 2021, you may assume that you have been unsuccessful. NB: We only offer feedback to candidates who are interviewed.

Interviews

Interviews will take place on **Tuesday 8th or Wednesday 9th February (tbc) via Zoom**.

³ The employee's working hrs are calculated on an annual basis. Employees negotiate a schedule provided that they meet the basic stipulated annual minimum of hours.

⁴ Reviewed annually in Feb/March

About Live & Local

Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principal activity is the support of a high-quality curated arts programme, both live and film, in partnership with voluntary organisations.

We cover Warwickshire, Staffordshire, Derbyshire, Worcestershire, Nottinghamshire, Lincolnshire, Leicestershire, and Rutland. We support approximately 450 live shows and 260 cinema screenings per year as well as a range of time limited projects.

We also run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders. The main activities are therefore:

- The community touring scheme (CTS)
- Moving Pictures and Big Picture Show cinema networks (MPS/BPS)
- An artist development programme (DART)
- Rural Artworks - Arts led community cohesion projects (RAW)
 - [Live & Local – Livingroom](#)
 - [Live & Local - LockBusters](#)

The full CTS and BPS network comprise over 300 voluntary organisations across eight counties. It is a partnership between the knowledge and commitment of local volunteers and the professional expertise of Live & Local.

About our Work

www.liveandlocal.org.uk

www.bigpictureshow.org.uk

<http://developingartistsinruraltouring.wordpress.com/>

[Arts Council England – The Creative Case](#)

About our Funding

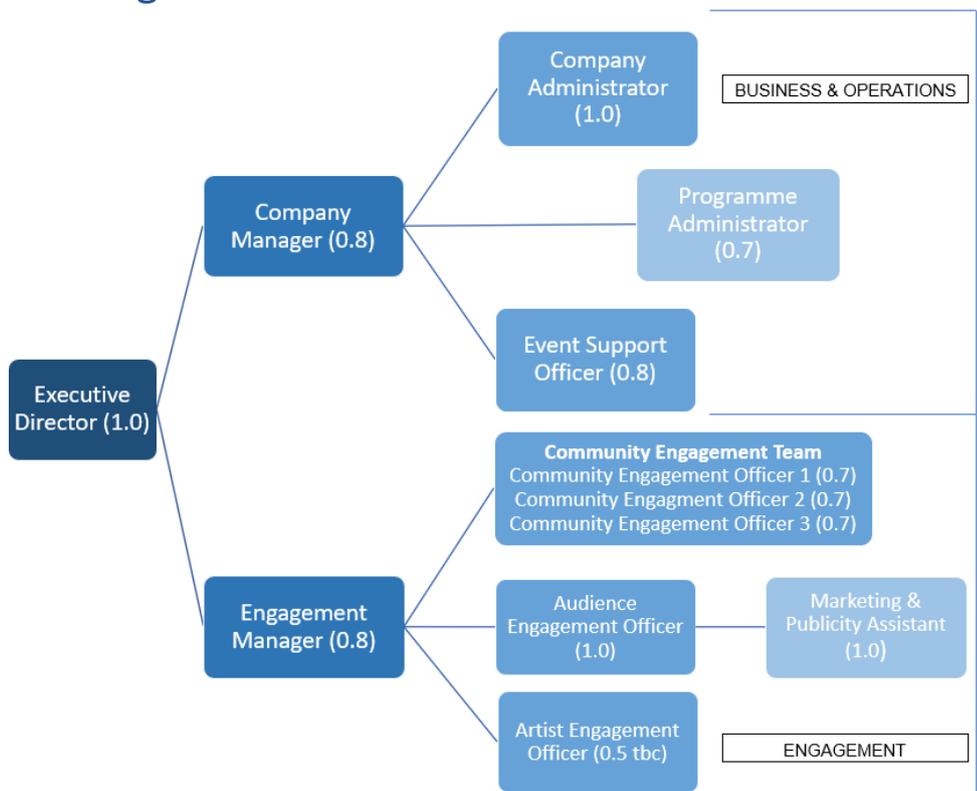
Live & Local is funded by a mix of local, regional, and national bodies. We have retained our National Portfolio Organisation status (NPO) of the Arts Council England (ACE) in the recent round for up until 2023. We also get funding from the British Film Institute (BFI).

We are funded by seven County Councils and 30 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with these local authorities. We also raise income from the box office from the touring scheme and local contributions to specific projects. We also run a Friends Scheme.

Governance

Live & Local is a not-for-profit Company Limited by Guarantee, but not a Charity, with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities.

Staffing



Office and IT

The company is based in Warwick in a 2nd floor (no lift) office suite on a lease from Warwick District Council.

- The office has a networked PC computer system with remote access facilities. Also, two colour digital photocopier/scanner (i.e., linked to the computer network).
- The company is fully equipped for remote working. We use Microsoft 365 and are extensive users of MS Teams and remote working IT
- The performance scheme and film programme are managed by an in-house designed relational database program (on MS Access and SQL Server)
- We use the Mail Chimp bulk emailing solution to manage our email lists.
- We own five sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens, and digital projectors.

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF) which represents a number of mainly rural touring schemes and arts development agencies, principally across England. The NRTF aims to encourage the touring of high-quality professional arts performances and events to rural communities and meet the needs of the member schemes. <http://www.nrtf.org.uk>

Forty touring schemes are currently members of the NRTF and form a nationwide network of over 1,500 promoters. While the members of the NRTF reach many parts of the country, the NRTF itself is a small organisation funded through membership fees. It is also currently an RFO (Regularly Funded Organisation) of the Arts Council, England.

There is a national conference once a year and as the members are from rural areas this usually occurs in particularly pleasant surroundings! The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional project development opportunities.

“I like being part of bringing professional theatre into a small community and putting a bit of heart into the place.” Local Promoter

“People surprise themselves by coming to things they wouldn't normally dream of coming to!” Local Promoter

“Good fun, good value, unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved” Live & Local Audience

“The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local” Horse + Bamboo

“Brilliant event! Live & Local continues to offer superb entertainment”