



Community Engagement Officer

(East Midlands)

Information Pack

CONTENTS
Summary
Job Description
Person Specification
Application Procedure
Company Profile

Summary

Live & Local is seeking a Community Engagement Officer with previous relevant experience to join the team and help drive initiatives and manage relationships across our partners and stakeholders. The role is a key element in delivering sustainable and mutually beneficial relationships with communities, funders and other stakeholders through consultation, participation and collaboration.

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

We are committed to reflecting the diversity of the UK across the company and its work. We are currently under-represented in our staff team by people from a global majority ethnic backgrounds, and/or those identify as D/deaf, disabled, LGBTQ+. We actively encourage applicants from these backgrounds.

If you require any reasonable adjustments during the application and recruitment process, please let us know. If invited to interview, we will let you know the members of the interview panel before the interview.

Live & Local is a National Portfolio Organisation of Arts Council England (2023-2028) and is also funded by various local authorities.

Live & Local
July 2026

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

Job Description

Summary

Department	Community Engagement	Contract Type	0.75FTE (based on 35-hour week) to be agreed with successful candidate. Annualised hours.
Function	Supports the Engagement Manager's role in delivering sustainable and mutually beneficial relationships with stakeholders (promoter groups, funders & participants) as part of a team of three similar roles, widening the reach of our activities into new communities, and to facilitate the delivery of meaningful arts activity across our network.	Location	Home based
		Holiday Entitlement	28 days including Bank Holidays (pro rata 21 days)
		Notice Period	1 month
		Reports To	Engagement Manager
		Manages	N/a

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.

The role relates to all of our activities: Live Community Touring Scheme (CTS), Big Picture Show (BPS) and Moving Pictures (MPS) in some counties, artist development scheme (DART), Live & Local: LivingRoom (and other participatory projects relating to specific audiences, health and wellbeing, and the rural economy) and liaising with our Rural Hub Towns team in relevant localities. This role has a particular focus on Lincolnshire and Nottinghamshire.

Recruitment & Retention

Ensure a strong and vibrant local network:

- Research, identify and approach potential voluntary groups and organise meetings.
- Plan and deliver recruitment drives 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 Live/Film 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 local funding and/or partnership opportunities relevant to the business plan.
- Hosting promoter networking, showcase or development events/meetings

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.
- Support the Audience Engagement Team by contributing material for 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.
 - Aligning our activity with Arts Council England's funding requirements and strategic priorities.
- 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 (Developing Artists For Rural Touring) 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
These are the minimum criterion needed for the job and the job cannot be done without meeting these criteria.	The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.
EXPERIENCE/KNOWLEDGE	
• Demonstrable 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; • Experience of running & organising events; • Geographical knowledge of the relevant areas.	• Working as a remote worker; • Working as a volunteer; • Working with rural communities; • Managing volunteer recruitment and retention; • Experience of undertaking research/case studies and collating information into reports; • Experience of marketing, publicity and/or promotional practices; • An interest in arts and culture; • Knowledge of local authorities / local government (particularly funding-related);
SKILLS	
• Ability to work as a remote employee with minimal supervision; • Ability to plan and manage own workload; • Running effective meetings; • Excellent telephone manner; • Good interpersonal skills and friendly personality; • Clear and confident written & verbal communication skills; • Ability to provide clear feedback to colleagues.	• Knowledge of a range of techniques to facilitate skills development with groups and individuals; • Use of social media channels in a professional capacity; • Confident at networking in a professional capacity; • Project management skills; • Ability to assess the quality and success of performing arts events as part of a job. • Confident and competent IT user.
EDUCATION/QUALIFICATIONS	
▪ High standard of written and spoken communication skills and good numerical skills; • Willingness to learn new skills and accept training.	• Track record of training relating to the job role; • Evidence of relevant professional development training beyond higher education.
GENERAL	
• Understand our objectives and ethos; • Prepared to work and travel throughout East Midlands for occasional unsociable hours (evening / weekend); • Access to secure, reliable and efficient broadband service at remote work site and/or a home office; • Current and clean driving licence and access to a car.	• Awareness of the challenges of a large rural county (esp. Lincolnshire)

Terms and Conditions

The post is offered as a salaried position as an employee of Live & Local Ltd. on an **annualised¹ contract**. 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**.

Department:	Community Engagement
Contract Type:	Permanent. The post is offered as a salaried position as an employee of Live & Local Ltd. on an annualised hours contract.
Hours:	1,365 annualised across a year equating to a notional average of 26.25 hrs/wk. (FTE 0.75). (N.b. Live & Local's base working week is 35 hours/week)
	- 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 32 to 50 hours would be worked per month, depending on total annualised hours agreed; - Weekend and unsociable (evening) hours and travel across the region 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.
Salary:	£30,442 pro rata (£22,831.91 actual annual) paid monthly in 12 equal amounts
Pension:	Employer's contribution of 3% of pensionable earnings increasing in line with statutory requirements. Assessment for auto-enrolment will be postponed until completion of probation.
Start Date:	TBC with new post-holder (Ideally ASAP)
Location:	Home-based
Other:	Travel expenses are paid for travel associated with the position. Travel will be required throughout the counties including evenings and weekends

¹ 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.

	Company laptop and mobile phone provided.
Line Manager:	Engagement Manager
Leave Year:	1 st June to 31 st May.
Statutory leave:	28 days annual leave (pro rata) including Bank Holidays
Flexi-time scheme:	Not applicable
Performance review:	Three-month probation. Annual full appraisal with 6 monthly interim reviews.
Termination:	Termination of contract would be one month on either side;

Additional Hours

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

Application Procedure

The Application Form is [available here](#) and also 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 the post and address each point in the Person Specification in the application section of the form.

Please submit completed form no later than **5pm on Fri 21st August 2026**. If you have not heard by 5pm on Monday 24th August 2026, you may assume that you have been unsuccessful. NB: We only offer feedback to candidates who are interviewed.

We also ask you to complete an [Equalities Monitoring Form](#) at the same time as the application.

Interviews

If invited to interview, we will let you know the members of the interview panel beforehand.

As part of our commitment to increasing the diversity of our workforce we provide a guaranteed interview to applicants who meet the essential criteria for the job and are disabled. On the application form you can ask to be considered if you have a disability that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. Providing that you meet the essential criteria for the role, you will then be invited for an interview.

If you require any reasonable adjustments during the application and recruitment process, please let us know.

Interviews will take place in Warwick and are scheduled for **Wednesday 26th August (in person)**. Reasonable travel expenses will be reimbursed.

About Live & Local

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

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

We cover Warwickshire, Staffordshire, Derbyshire, Worcestershire, Nottinghamshire, Lincolnshire, and Leicestershire. We support approximately 400 live shows and 250 cinema screenings per year as well as a range of time limited projects.

They are mutually supportive programmes to provide greater resilience to the organisation and to meet the needs of current and potential stakeholders:

- Live shows - The community touring scheme (CTS)
- Moving Pictures and Big Picture Show cinema networks (MPS/BPS)
- An artist development programme (DART)
- Rural Hub Towns Project

The full network comprises over 300 voluntary organisations across seven 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

[Introducing Live & Local](#)

[Projects: Live & Local](#)

[Developing Artists in Rural Touring \(DART\): Live & Local](#)

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 2026 with a substantial uplift. 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.

Staff Structure

We are a team of 15 members of staff some based remotely and some in our office in Warwick. Find out about team here – <https://www.liveandlocal.org.uk/contact/>

Office and IT

The company is based in Warwick in a 2nd floor (no lift)

- 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 Member

“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”
Audience Member