



Community Engagement Officer

(Uttoxeter and Eckington)

Information Pack

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Welcome from the Board

Thank you for your interest in joining Live & Local.

Live & Local has been operating for over 30 years. In that time it has grown from a small pilot project in Warwickshire into a confident and effective broker for a range of arts activities across seven Shire Counties in the Midlands.

Like all arts and cultural organisations, we will face challenges and opportunities during the next years of our National Portfolio cycle. However, with thanks to additional funds from Arts Council England, we were able in 2023 to develop a large new project led by our experiences of creating more arts opportunities in rural communities.

The Rural Hub Town (RHT) project is now in its fourth year; our ideas have been put into practice and refined. Alongside delivery of a high-quality community co-created arts programme, we consider this work a learning opportunity to develop skills and best practice.

Our experience, knowledge and principles provide a solid foundation for this work; and now we are excited to welcome a new member to our team to continue this exciting work and contribute to its future.

Our years in Eckington and Uttoxeter have been shaped by the warm welcome the project has received from residents and organisations. A hugely diverse and thrilling range of activities have taken place, with some more beautiful activities in the pipeline but there is still space for new connections and new ideas with fresh vision and passion.

Rob Wilkinson - Chair of the Board.

Summary

We are looking for a person with relevant experience to work with the communities of Eckington in Derbyshire and Uttoxeter in Staffordshire as part of our Rural Hub Towns project for enhancing community creativity in a group of market towns across the East and West Midlands¹. The programme is funded by Arts Council England and runs until spring 2028, having benefitted from an initial three years it is now in year one of a two-year extension. We intend to apply for follow on funding to work in new towns in the next NPO cycle.

The person must be responsive to the diverse range of interests and stakeholders in these towns, and particularly to those who are less engaged in arts activity. You will be responsible for developing and supporting new community groups to initiate, develop, plan, and implement a range of arts projects. Similarly with existing groups.

Part producer and part community organiser, with the creativity to work collaboratively across all art forms. This role allows the freedom to work across all art forms, utilising unusual spaces and places, generating high-quality cultural activity for community good.

¹ Alford (Lincs), Eckington (Derbys) and Uttoxeter (Staffs), Ollerton (Notts) and Coleshill (Warks). See also under the 'About Us' section.

These towns have been part of the RHT project for 3 years and strong connections exist between Live & Local and the communities. These relationships were created and held by our Community Engagement Officer and will be passed on to you. However, there is still scope to expand and diversify the connections. Regular visits to the towns will be needed.

This role is offered as an annualised-hours, remotely based and salaried position, on a fixed term basis.

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 global majority ethnic backgrounds, and/or those identify as D/deaf, disabled, LGBTQ+. Live & Local is a Disability Confident Committed Employer.

Live & Local – July 2026

If you would like an informal conversation about the role, please contact Jessica Pinson (RHT Programme Manager) on Jessica@liveandlocal.org.uk

Job Description

Department	Rural Hub Towns Project
Contract Type	Fixed term contract to end 31 st March 2028. Total of 1,456 hrs annualised across a year, equating to a notional average of 28 hrs/week. (N.b. Live & Local's base working week is 35 hours/week)
Function	Supports the Programme Manager in developing and delivering a range of arts projects in Eckington and Uttoxeter, as part of our Rural Hub Towns project.
Staff Reports	Not applicable
Location	Home based
Annual Leave	28 days including Bank Holidays (pro-rata 22.5 days)
Notice Period	1 month
Reports To	Programme Manager (RHT)

Summary

- Supports the Rural Hub Towns (RHT) Project Manager in developing and delivering a range of arts projects in Uttoxeter (Staffordshire) and Eckington (Derbyshire) as part of our Rural Hub Towns project.

Core Tasks

- Contribute to the effective development, implementation, and delivery of the Rural Hub Towns initiative. Working with the RHT team to evaluate and capture learning from our activities.
- Nurture Live & Local's existing relationships in the areas, with individual local residents and partner organisations.
- Shape and deliver time-limited projects and drive forward new initiatives in the participating communities.
- Plan and deliver events on behalf of Live & Local, or together with community partners.
- Develop the interest, skills and knowledge of local volunteers and their groups to successfully create, promote and manage professional arts events/projects.
- Encourage and support existing community groups to deliver the programme outcomes through their projects.
- Facilitate and lead planning groups of local stakeholders and community organisers to shape and deliver projects.

Recruitment and Development

- Proactively research, identify and approach voluntary groups and organise meetings. Reactively respond to and meet organisations who have enquired about involvement.
- Seek out local people and workers that are not currently involved in the arts and extend the invitation to get involved. Support their individual capacity and confidence building.
- Enable links between community groups, local authorities or bodies that could provide additional funds to help develop community projects.

- Be responsible for helping community groups to fully plan and budget individual projects for submission to the programme.
- Identify practical marketing/networking opportunities within communities and organising networking opportunities for groups.

Implementation

- Help planning groups to implement project activities, providing support where necessary.
- Support the local arts ecosystem by employing local artists and freelancers, supporting their capacity to co-create with communities, and developing their networks.
- With the Audience Engagement team provide participating groups with marketing advice to encourage participation and audiences.
- Monitor progress of individual projects. Complete evaluations after activities.
- Attend events, providing practical support and advice to the local group and artists to ensure a quality event for all involved. Lead on event delivery where required.
- Carry out audience/participant surveys and encourage people to join the mailing list.
- Consult with the community on big project or event ideas.

General

- Contribute to the implementation of all Live & Local policies.
- Gather data for our funders, both Arts Council England and Local Authority.
- Attend appropriate meetings and networking events.
- Undertake appropriate training.
- Other reasonable duties as deemed necessary.

Person Specification

ESSENTIAL CRITERIA

These are the minimum criteria needed for the job and the job cannot be done without meeting these criteria.

ESSENTIAL EXPERIENCE

- Minimum of two years professional experience working in similar or related environments, i.e. place based arts
- Experience of developing and implementing community-led approaches to creativity.
- Experience of project management.
- Experience of producing and delivering arts events
- Experience of commissioning artists.

ESSENTIAL SKILLS AND KNOWLEDGE

- Planning and managing own workload.
- Excellent telephone manner.
- Good people skills and friendly personality.
- Running effective meetings.
- Clear confident written & verbal communication skills
- Able to assimilate information quickly and effectively.
- Confident and competent IT user.

ESSENTIAL EDUCATION/QUALIFICATIONS

High standard of written and spoken communication skills and high-level numerical skills.

ESSENTIAL GENERAL

- Understand our aims and ethos.
- Prepared to work occasional unsociable hours (evening / weekend).
- Ability to work remotely and independently
- Current driving licence and access to a car.

DESIRABLE CRITERIA

The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.

DESIRABLE EXPERIENCE

- Experience of working with rural or market town communities.
- Working with volunteers and voluntary organisations in a professional capacity.
- Experience of marketing, publicity and/or promotional practices.
- Experience of budget setting and control.
- Experience managing a range of stakeholders both professional and voluntary.
- Experience of working with freelancers to deliver events.

DESIRABLE SKILLS AND KNOWLEDGE

- Knowledge of techniques to help skills development with groups and individuals.
- Community organising or community development or arts as a tool for social change experience.
- Use of social media channels in a professional capacity.
- Ability to evaluate an activity or performing arts event.
- Wide ranging contacts within or knowledge of a variety of arts sectors.
- Knowledge of, or connections to either of the geographical town areas.
- Funding experience with grants and trusts.

DESIRABLE EDUCATION/QUALIFICATIONS

- A record of training relating to the role.
- Evidence of professional development needed for the job.

Terms and Conditions

Department:	Rural Hub Towns Project (Eckington, Derbyshire and Uttoxeter, Staffordshire)
Contract Type:	Fixed term contract to end 31 st March 2028. The post is offered as a salaried position as an employee of Live & Local Ltd. on an annualised hours contract.
Hours:	1,456 hrs annualised across a year, equating to a notional average of 28 hrs/wk. (FTE 0.8) (N.b. Live & Local's base working week is 35 hours/week)
	- Some regular days and hours will be agreed before the start of the contract. However, it is in the nature of work that tasks and responsibilities will be unpredictable and varied due to the necessity to work with, and respond to, community groups. - Weekend and unsociable (evening) hours are an accepted part of this job. - All Rural Hub Towns staff are, therefore, expected to work in a flexible way when the occasion arises and where tasks that are not specifically covered in their Job Description must be undertaken.
Salary:	£28,409 FTE (£22,727 <u>pro rata</u>) paid in 12 equal monthly 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 job. Company laptop and mobile phone provided.
Line Manager:	Programme Manager (RHT)
Leave Year:	1 st June to 31 st May
Statutory leave:	28 days annual leave (pro rata 22.5) 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;

Application Procedure

The Application Form is [available here](#).

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 **5pm on Weds 19th August 2026**. We also ask you to complete an [Equalities Monitoring Form](#) at the same time as the application.

If you have not heard by 5pm on Thurs 20th August, you may assume that you have been unsuccessful.

NB: We only offer feedback to candidates who are interviewed.

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

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 who 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'll then be invited for an interview.

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

Interviews

Interviews will take place in Warwick and are scheduled for **Tuesday 25th 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 parts of 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 providing resilience to the organisation and meeting 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)
- Big Picture Film Festival

The full network comprises over 300 voluntary organisations and is a partnership between the knowledge and commitment of local volunteers and the professional expertise of Live & Local.

Rural Hub Towns Initiative

Live & Local was awarded substantial additional funds for the period 2023/26 by Arts Council England (ACE) over and above its standard National Portfolio Organisation (NPO) funding. We have been granted two extension years.

The initiative began as a program for five rural hub towns, reduced to four towns after year three of the project. The programme covered both the towns and their rural hinterlands located in Levelling Up for Culture Places (LUFC). It was devised to bring people, places, and arts together, accessible to new audiences and participants and overcoming real and perceived barriers to arts and culture. The work was inspired by a similar 'place based' model as Creative People & Places (CPP), building on our current ethos and experience and learning from ours and other's CPP experience. We have embedded community organising techniques into the way we work.

The list of RHT places are Eckington, Uttoxeter, Alford, Ollerton and Edwinstowe, plus Coleshill whose programme ran for three years and has now concluded.

About our Work

www.liveandlocal.org.uk

[Introducing Live & Local](#)

[Live & Local - Activities and Projects](#)

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

[Rural Hub towns](#)

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 (now extended to 2028) with a substantial uplift. We also get funding from the British Film Institute (BFI).

We are funded by some 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 on the 2nd floor (no lift)

- The office has a networked PC computer system with remote access facilities.
- 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.

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF) which is several 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.

“what you gave us was magical, and I feel like a person again”

Local Resident event attendee

“We can’t believe this is free. We need more stuff like this as it’s really hard to find good things to do for cheap, especially with kids. We also struggle to get around without a car so having things in Alford is so important.”

Local Resident event attendee

“I haven’t had that much fun in ages” (Dad) and “The best day ever” (Son)

Attending Uttoxeter Sensory event for Green Week