

# HOME

## SLOUGH

Developing Slough's creative future.

### Community Engagement Manager

Responsible to:	Programme Manager
Employer:	Rifco Arts (Lead Partner) on behalf of HOME Slough consortium
Start:	March 2017 or as soon as possible thereafter
Place of Work:	Slough Borough Council area with some working at the office in the town centre but majority of time spent in and around the borough
Contract:	£24-26,000 pro rata (depending on experience), 3 days a week. Fixed term until December 2017. The post will involve working unsocial hours including evenings, weekends and bank holidays
Other:	DBS clearance at Enhanced Level

#### Purpose of Post

We are seeking a dynamic, creative individual who is passionate about community engagement and the arts. The postholder will work across seven neighbourhoods in Slough to create a network of local 'Creative Connectors' who can inform and develop arts and cultural activity in their community.

The postholder will gain an understanding of local community aspiration and need and support them to identify activity and initiatives that meets that aspiration. They will take a lead role in facilitating information gathering, testing local arts activity, and supporting the development of skills and knowledge within local neighbourhoods.

The postholder will act as the central liaison and connecting role between both all the local neighbourhoods and will work closely with the HOME Slough Consortium partners.

The creation of a vibrant Creative Connectors community is central to the success of HOME Slough, this post plays a vital role in the delivery of this initiative.

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## **Introduction**

Creative People and Places (CPP) is a national initiative that aims to increase the number of people choosing, creating and taking part in brilliant art experiences in the places where they live, particularly where evidence shows that people are less involved in arts and cultural activities than elsewhere in England.

Funded by Arts Council England, the 21 independent CPPs are action research programmes experimenting with radically different approaches to inspire and excite people about the arts. It will take risks, reflect on what works and what doesn't, use that experience to shape how the programme develops and gather evidence and share learning.

Encouraging and supporting communities to actively engage in HOME Slough as participants and decision makers is an integral part of the Creative People and Places programme, and a central ambition of HOME.

HOME Slough is a Consortium of arts and community organisations as follows: Rifco (Lead Partner), Creative Junction, Aik Saath, SWIPE, Slough Borough Council including Slough Libraries, Slough Museum and Resource Productions.

## **HOME Slough is about:**

- Developing Slough's creative and artistic potential
- Reflecting and celebrating Slough's cultural diversity
- Supporting everyone in Slough to feel at HOME with the arts
- Enriching lives and local experiences
- Making Slough a HOME to be proud of
- Changing perceptions about Slough and making it a 'destination'
- Getting people involved
- Celebrating what is already happening in Slough
- Trying things that are pioneering and adventurous
- Making the arts visible across Slough

## **Responsibilities**

1. To work alongside Consortium partners to identify and recruit a network of Creative Connectors in the seven neighbourhoods in Slough.
2. Undertake consultation with each local neighbourhood to inform the development of both the local and the borough-wide programme of activities.

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3. Engage with a broad range of residents and community groups in each neighbourhood ensuring that the overall project is engaging with, and responding to, Slough's diverse communities.
4. Develop a high quality arts programme by, for and with the residents of each neighbourhood. Based on consultation, these programmes are likely to include participative arts activities, small events, local groups running workshops, etc. A range of different art forms and types of projects to engage different people will need to be provided.
5. Support local communities' engagement in the arts through developing a 'Go and See' programme of activities outside the borough.
6. Support the development and sustainability of local groups through providing advice and guidance, targeted training, subsidised space, programming or production support.
7. Review the proposed infrastructure for the Creative Connectors to ensure it is fit for purpose as the project develops.
8. Manage the monitoring and evaluation of all activities within the programme, specifically capturing required data.
9. Working alongside the Project Co-coordinator take responsibility for the administration and management of all activities in each neighbourhood.
10. To ensure that all activities are delivered in a safe and secure environment which is accessible to all targeted participants making sure that all relevant policies and procedures relating to Health & Safety, the protection of children, young people and vulnerable adults are adhered to.
11. Work alongside the Communications Manager to reach communities and raise the profile of HOME Slough.
12. Provide regular reports and information to the Programme Manager and attend Consortium meetings and other meetings as required.
13. Commit to Rifco Arts's Equality and Diversity Policy.
14. Undertake any other duties commensurate with these responsibilities as management may require from time to time.
15. Because this post is working within a developing programme involving external partners, the Job Description will be reviewed again in Autumn 2017. This is to ensure that the job description is relevant and fully reflects the development of the role, and the HOME Slough project.



### **Skills and Experience**

- An ability to work collaboratively across a team and across organisations
- Ability to work on own initiative whilst part of a larger team
- Ability to communicate well in a wide range of contexts and to a wide range of people
- Experience of engaging local, ideally multicultural, communities and getting their voices heard within different organisational contexts
- Professional experience in community / community arts development context
- Understanding of best practice when working with volunteers
- Experience of working at a grassroots level whilst keeping an eye on the big picture
- Experience of reporting and of collating information and data for reports.

For an informal conversation regarding the job role, your skills or experience, please contact Milan Govedarica, Programme Manager [milan@homeslough.org.uk](mailto:milan@homeslough.org.uk)

### **Application process**

Applicants to submit the following information by email to Milan Govedarica, Programme Manager to [jobs@rifcoarts.com](mailto:jobs@rifcoarts.com):

- CV
- Cover letter demonstrating how your skills and experience match the match the Job Description and the Person Specification. Please include key successes from previous roles? **(max. 2 sides of A4)**
- A minimum of 2 references from the last 3 years
- A completed Equal Opportunities form

**Deadline: Monday 20 February 2017 at 10.00**

**Interviews: w/c 20 February 2017 tbc**

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### Examples of activity September to December 2016

**Creative Slough** - A multi-art form commissioning initiative that will support the creation of new art by Slough artists, including young people (16-25). The presentation of the work will be in local neighbourhood venues (community centres, schools, libraries, streets, parks, venues, even homes) and on the Trading Estate, but with a focus on culminating presentation at The Curve.

**Artist residencies** – A series of residencies across a range of artforms from two weeks to three months that use a range of spaces and localities. Activity will animate the town centre, the Trading Estate, other business areas and local neighbourhoods providing artistic and creative stimulus through unexpected happenings and events.

**Slough Arts Festival** - A festival across Slough, focusing on seven different communities and the Trading Estate. Research revealed that 'street festivals' were popular, but activities could take place in community venues, homes, gardens, schools and include a range of activity (e.g. calligraphy, writing and spoken word, music composition and recording, textiles). Local activity will connect to a higher profile, central Slough event to act as a finale to the festival and will bring new outstanding artists to Slough.

**Slough Screens** - A digital art/moving image initiative that will support small artist commissions for Big Screen showing (High Street) and for presentation on business screens (Trading Estate and shopping centres). Slough Screens will provide a link to the transient workforce coming into Slough and links to the 30 businesses on Slough Trading Estate and Slough shopping centres. The intention is to encourage businesses to commit to 'exhibiting' digital artwork on their internal information screens and or through intranet. In Years 2/3 a Big Screen will be erected in Slough town centre to present a range of work.

**Small-scale performance commission** - Work to be presented in small community spaces, which might be drama, music or combined arts. Consultation indicated a 'home based show' featuring kitchen and food preparation. Programme of lunchtime activities on Slough Trading Estate / shopping centres.



LOTTERY FUNDED