

# Creative Engagement Officer

## Job Description

**Job Title:** Creative Engagement Officer

**Reporting to:** Arts Programme Manager

### **Background**

Junction is Goole Town Council's arts centre, which opened in November 2009. This superb facility is a mixed-use building that offers a wide range of arts and cultural events and a cinema programme. As well as our own professional programme of touring theatre, music, dance, children's events and films, we run a year-round Creative Engagement Programme including classes and courses in drama, music and dance. The venue is used by other individuals, groups and organisations for meetings, workshops and performances. It also provides the office base for Goole Town Council, is home to The Walkway café bar and has rooms available for use by community and other groups.

### **The role**

As Creative Engagement Officer you will lead on the planning and implementation of Junction's education and outreach programmes. The main priority of the post is to engage children, young people and adults from across our diverse communities in an inclusive and ambitious programme of workshops, courses, masterclasses and projects, as efficiently and effectively as possible within agreed resources.

The post will be stimulating and flexible, involving regular engagement with professional artists (freelancers) working at Junction and connecting them with our local community, and liaison with multiple stakeholders and partner organisations to further Junction's reach in this area.

You will play a key role in contributing to Junction's Business Plan to support the vision and mission of the company, and our status as a National Portfolio Organisation of Arts Council England.

You will also be the Designated Safeguarding Officer for Junction, and – as the venue operates under Goole Town Council – for the wider Town Council in general.

### **Terms**

**Hours:** 22.5 hours per week, as 3 days over 52 weeks, to include some evening and weekends / or / 30 hours per week, as 4 days over 39 weeks (in line with school term dates), to include some evenings and weekends (working pattern as preferred by the successful candidate)

**Salary:** SCP 20: £25,991 per annum/pro rata = £15,806.70

**Probation:** 3 months

**Contract Type:** Permanent

**Notice period:** 2 weeks during probationary period, 6 weeks thereafter

### **Duties and Responsibilities:**

- Deliver Junction's Creative Engagement programmes (including regular and one-off workshops, courses, masterclasses and projects), and identify developmental opportunities to ensure the programmes remain inclusive, relevant and a beacon of best practice.
- Identify, establish and build continued good relationships with local, regional and national partner organisations active in provision for children, young people, adults and communities.
- Where relevant/necessary attend sessions to assess quality and ensure Junction's policies, procedures and standards are being met.
- As relevant/necessary deliver or support the delivery of sessions.
- Devise, manage and work within project budgets - ensuring outputs are delivered on budget and in line with agreed KPIs.
- Identify potential funding streams at local, regional and national level to increase the output of Junction's Creative Engagement programmes and lead on preparing applications to funds in liaison with the Arts Programme Manager.
- Take a lead role in Junction's work towards the Creative Case for Diversity and towards achieving outcomes related to Arts Council England's strategies and our status as a National Portfolio Organisation.
- Work with Junction's Marketing & Communications Officer to ensure opportunities reach a wide but targeted audience, in line with Junction's Audience Development Strategy.
- Be responsible for the delivery of the Creative Engagement elements of Junction's business and Audience Development plans, leading on departmental strategies to achieve against agreed KPIs, as well as proactively contributing to all elements of those plans.
- Play a key role in monitoring and reporting performance of the Creative Engagement department both internally and externally as required.
- Ensure any projects are monitored in line with funding agreements, and lead on their evaluation to funders and key stakeholders.
- Lead on Junction and Goole Town Council's Safeguarding and Access policies, ensuring these are up to date and address requirements around specific legislation/industry guidance.
- Ensure all staff, freelancers and volunteers are trained in Safeguarding and Access policies.
- Agree, contract and supervise all artists and freelancers as required to deliver an inclusive and ambitious Creative Engagement programme of classes, courses and events.
- Lead on Creative Engagement projects and initiatives such as, but not limited to, the annual Takeover Festival.
- Analyse and be aware of barriers to engagement and implement tactics to effectively break them down and open access to diverse communities.
- Play an active role as Junction and Goole Town Council's representative on the East Riding Local Cultural Education Partnership, and other such partnerships as required.
- Offer funding guidance and other advice/support to local groups to enable them to develop the role of the arts and creative engagement in their work.

### **Other**

- Be Goole Town Council's Designated Safeguarding Officer.
- Be trained in First Aid at Work (with Paediatrics) and a designated First Aider.

- Keep up to date with developments in Creative Engagement and the work of youth and community arts, for the benefit of Junction and Goole Town Council.
- Attend Junction and Goole Town Council events as required.
- Attend and contribute to regular Company and Operations meetings.
- Actively develop and implement green policies and practices for the department.
- Adhere to, and actively contribute to policies including Equality (diversity, access, equal opportunities), Child Protection, Data Protection, Environmental and Health & Safety.
- To act always in the best interest of Junction and Goole Town Council.
- Undertake any other duties as reasonably required and commensurate with the role.

### **Person Specification**

#### **Essential**

- 2 years professional employment in an arts organisation/Creative Engagement setting.
- Educated to degree, or relevant qualification/experience.
- Proven successful track-record of delivering projects shaped by and engaging youth and community participants.
- Track-record of developing strong relationships with key stakeholders.
- Experience of delivering workshops to a broad range of participants.
- Demonstrative rigour in evaluating projects and activities.
- Demonstrable understanding of Safeguarding.
- Computer literate, in particular MS Office.
- Excellent writing, language and proof-reading skills.
- Understanding of Creative Learning Opportunities and their contribution to the arts.

#### **Desirable**

- Knowledge of key theatre/arts networks.
- Experience of budget-holding and budget setting.
- Experience of producing and directing productions by youth and community participants.
- Experience of acquiring external funding and managing relationships with funders.

#### **Personal and Professional Qualities.**

- Organised and methodical with ability to multi-task across several projects.
- Clear and courteous communicator.
- Capacity for innovative and creative thinking.
- Flexible and adaptable to changing demands and new challenges.
- Ability to work collaboratively in a small team.
- Ability to work to tight deadlines.
- Good time management and self-starter.
- Commitment to the arts.
- Numeracy, literacy and IT competence commensurate with the demands of the post.
- Ability to work unsociable hours in line with the demands of the post and the organisation