



2021 TEWKESBURY TOGETHER

Role Overview

Community Engagement Producer

Job title: Community Engagement Producer, Heritage Action Zone Cultural Programme

Location: Roses Theatre & Tewkesbury Library

Reporting to: Roses Theatre Director (Tewkesbury Cultural Consortium Chair)

Contract: 2.5 day per week, 2 years fixed term (with the potential to extend)

Salary: £12,500 (£25,000 pro rata)

Holiday: 28 days per year (inclusive of bank holidays)

How to apply:

Please email jessica.brewster@rosetheatre.org with a CV and a cover letter stating why you would love to participate in this project. Deadline is Friday 3rd September 2021.

We also accept video or audio CVs and cover letters.

If you would like further support with access to apply for this role please get in touch with Jessica Brewster on the above email.

About Tewkesbury Cultural Consortium

Tewkesbury Cultural Consortium (TCC) was founded in 2020 as part of Tewkesbury Borough Council's successful bid for the High Street Heritage Action Zone (HSHAZ) project managed by Historic England.

The consortium is made up of the major cultural, heritage and community organisations in the town.

As part of the Cultural Programme element of this project the TCC have received funding for four years of development including:

- Development of the consortium including a 4 year cultural strategy
- A range of support for major cultural events in the town to improve their resiliency and reach
- A young person's engagement project

In 2021 it will focus on supporting the delivery of 2021 Tewkesbury Together, a celebration of two major heritage anniversaries: the 900th year of the consecration of Tewkesbury Abbey and the 550th anniversary of the Battle of Tewkesbury.

About the role

Tewkesbury Cultural Consortium and 2021 Tewkesbury Together are looking for a **Community Engagement Producer (CEP)** to support, develop and deliver a range of projects over the next two years that will transform the cultural ecology of the town and area.

You will be an energetic and proactive person, with proven experience of engaging and communicating with people from different backgrounds, and will work with the Tewkesbury Cultural Consortium (TCC) and its members to design and deliver projects that help to improve community engagement with cultural and heritage. This will involve relationship-building, as well as connecting people with skills, tools and networks. You will have experience working on, or participating in, community projects. You will be highly organised, have a willingness to learn new things and above all have a strong desire to support local people to make lasting change in their borough.

Specific projects that you will be involved in are:

Culture and Heritage Strategy

- To design and deliver a research report that analyses the current state of engagement with the town's cultural and heritage sector and identifies new strategies forward for growth
- To contribute to designing and delivering a 4 year cultural strategy for the TCC

Tewkesbury Together 2021

- Stitchstory will celebrate the town's heritage through the creation of a combined physical and digital tapestry. This project will ambitiously attempt to get every Tewkesbury resident to sew a stitch in a new eight panel tapestry, by gathering people at a series of artist-led workshops around the town. Alongside this young volunteers and Story Ambassadors will digitally record people's stories to create a contemporary community history of the town. The CEP will lead community engagement and support delivery of the workshops.
- Festival of Lights: in November 2021 the town will light up with a Son et Lumiere at Tewkesbury's famous Abbey. This will be complimented by smaller light installations around the town. The CEP will support building a community of volunteers to help deliver this and future events

Youth Engagement Programme

- To design and delivery of a new young-led space in the town centre (2022-23)
- To support organisations in the consortium improve their youth engagement
- To support the TCC build its schools membership

General Responsibilities

- Working in an inclusive and engaging way with local people to support them to design and deliver local projects
- Supporting day-to-day project coordination – including planning, project delivery, administration and responding to tasks
- Recruit and manage Stitchstory Story Ambassadors
- Networking, developing and sustaining positive relationships with a range of people from different backgrounds and age ranges - including residents, community leaders, local groups, services and organisations, project partners and local authorities
- Overseeing the development of a wide range of community-led projects using an approach which is flexible, adaptable and considers sustainability
- Using your initiative alongside the team to support new ideas to develop into projects and not being afraid to try, fail and try again
- Working alongside the team to recruit and manage volunteers and apprentices
- Working with the team and volunteers to co-design, organise and hold activities and events that draw in and involve a range of people and stakeholders
- Creating face-to-face, online, and print content to promote programme activities

- Contributing to project reports, monitoring, evaluation and learning activities, and other funding requirements
- Attending and facilitating meetings with residents, stakeholders, and potential collaborators
- Working in different environments including office-based, partner and funder offices, and in local neighbourhoods (including occasional evenings and weekends)
- Feeding in thoughts and reflections based on what you are learning through the programme and taking opportunities to connect this to YF's wider work
- Any other duties as required by the line manager in line with the grade of the post.

Person specification

Essential experience

- Engaging young people and working on youth-focused projects
- Experience working and connecting with organisations, services and communities
- Experience of designing and facilitating community workshops, activities and events where everyone feels able to attend and contribute
- Experience of supporting people to design and lead sustainable community projects
- Experience of balancing time between multiple projects and responsibilities, including responding to volunteers, attending various meetings, and completing administrative tasks
- Experience contributing to reports, project plans, and monitoring, evaluation and learning processes

Essential skills and abilities

- Shares our commitment to the development of connected, more sustainable and stronger communities across the UK, and supporting local people to drive change - particularly in relation to improved health and wellbeing
- Excellent people and communication skills, including relationship-building, conflict-management and facilitation.
- Hard-working, reliable and organised, able to manage a varied and challenging workload and work well both as part of a team and alone
- Willing and able to work in different environments, including being office based and spending a large amount of time out and about in local neighbourhoods
- Comfortable working in an open and flexible way and responding to the changing priorities of the people and contexts you will be working with
- Ability to learn quickly, respond proactively to challenges and maintain enthusiasm to support local people to make change

Desirable experience and knowledge

- Some understanding of and interest in heritage and culture
- Some understanding or experience of using qualitative or participatory research methods.
- Some understanding and knowledge of community organising, health and wellbeing, or social enterprise
- Experience of using creative or digital platforms and techniques for community engagement
- Experience of reports, presentations, vlogs, blogs and other creative mediums to engage a wide range of audiences