

# Community Engagement Officer - 'a space' arts Gods House Tower – Southampton



## Job Description

### Overview

**Job Title:** Community Engagement Officer

**Hours:** 24 hours per week out of 7 days (due to the nature of the job occasional evenings and weekends will be required)

**Contract period:** From January 2019 (3-year fixed term post)

**Salary:** £20 - 22k per annum full time and dependent upon experience (Pro Rata £12,00 - £13,200)

**Location:** Based in central Southampton at GHT and working remotely with local communities and various venues.

### Role Summary

A skilled and experienced individual is required to support the organisation's audience development work through delivering a series of community engagement events and activities that encourage new audiences to engage with our new arts and heritage destination venue God's House Tower (GHT).

The ideal candidate would have knowledge of diverse audiences and community groups from across Southampton, and experience of delivering relevant community engagement activities. The Community Engagement Officer is an important role in a growing staff team and will lead on delivering audience development strategies for the organisation.

### Roles and responsibilities

The post holder will:

- Deliver a series of community focused projects and activities to develop, deepen and broaden audiences at GHT with a focus on attracting local audiences and communities new to our work.
- Work with colleagues, in particular the Exhibitions Programme Manager to ensure the organisation's Equality Action Plan is delivered and gather evidence on how our work contributes to the Creative Case for Diversity.
- Work with colleagues, including the Exhibitions Programme Manager to ensure community engagement and outreach activities are integrated into the GHT programme along with other projects such as ArtVaults, where possible linking the outreach activity to the current exhibition themes.
- Monitor and evaluate activities to provide ongoing evidence and evaluation on the impact community engagement activities create with a focus on preparing and uploading information to Audience Finder along with preparing information and reports for staff, Trustees, stakeholders and partners.
- Develop on-going relationships with schools, FE / HE, community, heritage / arts groups, volunteer and third sector organisations with the aim of engendering some within those groups to become volunteers, long-term supporters and / or advocates for GHT.
- Develop and deliver a community engagement programme across a number of years working to an outline structure of;
  - o Year 1 – Initiate relationships with gatekeeper organisations, target audience groups and schools to inform outreach programmes. Test ideas and engagement activities with community groups and work with the Exhibitions Programme Manager to revise the overall community engagement strategy.
  - o Year 2 – Work with defined groups to deliver a series of in-depth projects with an arts

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and heritage focus, linked to the exhibition themes. Raise the profile of GHT amongst the groups and engender long-term relationships for future activities.

- o Year 3 – Deliver a revised strategy and series of community activities, agreed by the Exhibitions Programme manager and informed by learning to date. Build new relationships with further communities and sustain relationships instigated in years 1 and 2.

- Work closely with all colleagues and support the wider activities of the organisation by ensuring community engagement and audience development is present in all activities across the organisation.
- To work within the budgets available and maximise impact through effective planning and efficient delivery of all community engagement activities. To work with the Exhibitions Programme Manager to develop funding applications to support future community engagement / audience development activities.
- Work closely with wider GHT and 'a space' arts team to support delivering the wider aims of the organisation.
- Work in accordance at all times with the aims of 'a space' arts and its policies, particularly those for equality, diversity, safeguarding and health and safety.
- Professionally represent the organisation at external events and attend Trustee meetings as required from time to time.
- Undertake any other reasonable duties as requested by the Director.

### Person Specification

The ideal candidate will be an enthusiastic, target driven self-starter with experience of delivering community engagement activities with a heritage, arts or cultural focus. They will be an excellent communicator, able to think creatively and be an active member within communities local to Southampton. This must be backed with a good team working ethos, organisational skills, time management and the ability to get maximum impact from modest resources. Professional experience or a personal interest in arts and heritage would be advantageous.

### Experience, skills and knowledge – Essential (E) / Desirable (D)

- Professional experience and/or qualifications in a relevant subject (E)
- 2-3 years practical experience of delivering community engagement in an arts, cultural, or heritage focused organisation or venue (E)
- Experience of working within partner / community venues and facilitating workshops, activities, events for community groups and a knowledge of how to practically prepare for delivering group activities to a range of ages, genders and backgrounds (E)
- Ability to deliver agreed outputs and targets to deadlines and budget (E)
- Flexible and adaptable in equal measure, willing to learn and share experiences with colleagues (E)
- Excellent IT and communication skills (E)
- Self-starter with good organisational skills (E)
- Experience of working as part of a small professional team (D)
- Knowledge of Mac based operating systems (D)
- Experience of working for charitable not-for-profit organisations (D)
- An interest in historic buildings and the arts (D)

### Duration

The role is initially funded for 3 years by the Heritage Lottery Fund as part of the overall project to refurbish and culturally reanimate God's House Tower. Continuation of the role beyond the initial 3 years will be reviewed, is dependent on performance and the future needs of the organisation along with renewed funding.

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### Reporting

The post holder will report directly to the Exhibitions Programme Manager of 'a space' and through this line management will be accountable to the Director. The post holder will be required to pass a 3 month probation period, attend a monthly 1-to-1 sessions, attend bi-monthly Trustee meetings (upon request) and pass an annual review.

### Flexible working

A weekly working pattern of 24 hours per week out of 7 days will be mutually agreed around delivering community engagement activities, the needs of the business and commercial activities at GHT as some evenings and weekends will be required. The post holder will be based at the 'a space' offices and GHT.

No overtime is paid but time off in lieu will be honoured.

### Background - the vision of GHT

Our vision for GHT is to firstly reopen the site and to provide new learning and participation opportunities through the exhibitions programme and linked events. GHT will host an inclusive and progressive cultural programme, allowing heritage to inspire the arts and the arts to interpret the spaces in new and interesting ways.

We want to offer all visitors the chance to better understand this important part of our local and national heritage by engaging our local communities and city visitors along with creating opportunities for volunteering and inspire lifelong learning.

We believe that the restoration of GHT will be a catalyst in the cultural future of the Old Town and will become a visitor attraction for those approaching Southampton from the cruise terminal.

### About 'a space' arts

The organisation provides opportunities for emerging artists to develop their careers and for audiences in Southampton and the surrounding regions to engage with high quality arts and heritage experiences.

Since 2000 we have developed and managed a project portfolio to achieve our aims, including the Northam Road Gallery, the Bargate Monument Gallery, ArtVaults, the Arches Studios, Tower House and the Sorting Office.

In 2017 we were awarded Arts Council National Portfolio Organisation status and will be delivering a range of new projects across the next four years to complement GHT.

For further information please see - [www.aspacearts.org.uk](http://www.aspacearts.org.uk)

### Contact

For further information please contact [dan@aspacearts.org.uk](mailto:dan@aspacearts.org.uk) or call 023 80 338 778

### Recruitment timetable

- Closing date (at 17:00) - 10/05/19
- Shortlisting - 13/05/19
- Invitations to interviews - 14/05/19
- Interviews - 22/05/19
- Decision - 23/05/19
- References - ASAP
- Offer and acceptance of appointment - ASAP
- Start date - June 2019 (date dependent on selected candidates notice period)

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**Application process**

Applicants should apply via email to [dan@spacearts.org.uk](mailto:dan@spacearts.org.uk) by sending an up to date CV along with a covering letter outlining their suitability for the role.

Interviews will be held in Southampton, at GHT or nearby venue (TBC) on 22/05/19 - please note the interview date is non-negotiable.



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**The National Lottery**<sup>®</sup>  
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