



Community Organiser

Closing date: 12noon Friday 27th November 2020

Interviews: Week Commencing 30th November 2020

Start Date: To Be Confirmed

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ABOUT THE BERNIE GRANT ARTS CENTRE

The Bernie Grant Arts Centre is a state of the art, purpose built arts complex in the heart of Tottenham Green, North London.

Designed by British-Ghanaian architect Sir David Adjaye, and opened in 2007, our site features a 274-seat theatre; 3 rehearsal spaces, a lounge cinema, café & bars; 20 creative workspaces, and an impressive outdoor square.

Inspired by the vision of the late Bernie Grant MP, we champion Black artists telling their own stories. We present a range of multi-disciplinary art form events, including theatre, performance, dance, literature, film, music and festivals.

Our mission is to remove the barriers that contribute to the under-representation of Black artists and audiences and to redress this imbalance by nurturing and celebrating the creativity in cultural diversity. By making the arts accessible to all, we seek to make a substantial and ethical contribution to the social and economic regeneration of Tottenham.

The Next Stage of Our Journey

This is an exciting time to join our organisation. We are in a period of renewal and growth, led by the recruitment of our newly appointed Artistic Director/CEO Hannah Azieb Pool (Southbank Centre, The Guardian). We have ambitious plans for our artistic and business strategies and are looking for exceptional individuals to join our small and dedicated team.

The Bernie Grant Arts Centre was recently awarded Elevate Funding from Arts Council England to help deliver our artistic mission and build organisational resilience. We are currently in the process of developing a three-year business plan to help drive forward the centre and secure a vibrant, sustainable future for this key cultural asset in the heart of Tottenham, North London.

We are committed to raising the profile of Black artists through presenting and co-creating high quality work and delivering artists development, creative learning and engagement opportunities.

BERNIE GRANT ARTS CENTRE

Community Organiser

JOB DESCRIPTION

Post:	Community Organiser
Reporting to:	Artistic Director/CEO
Responsible for:	N/A
Salary:	£28,000 pro rata, 5 month freelance basis, full time

Main Duties and Responsibilities

- To recruit participants to the BGAC Social Prescribing programme and to ensure a sense of connection between participants and BGAC.
- To develop a social prescribing programme that responds to the locality and community and offers opportunities for light touch engagement alongside in depth participation.
- To create an ambitious blended participatory programme of digital engagement, workshops and pop-up performances with a wellbeing focus.
- To identify key community groups, stakeholders and partners for the BGAC Social prescribing programme
- To lead on the research, designing and running of the community engagement activities within the programme
- To lead on the outreach elements of the programme and develop mechanisms through which local communities can co-create the programme
- To organise and deliver a range of consultation exercises including events, workshops, and appropriate forms of arts engagement.
- To assist with the planning, production and delivery of the programme
- To building excellent collaborative working relationships with Social Prescribing partners.
- Develop and deliver a marketing strategy for the BGAC Social Prescribing programme
- To take responsibility for certain events and programme projects in their entirety.
- Where appropriate, to represent BGAC at meetings and sessions with stakeholders.
- To be the point of contact for those responding to recruitment drives for individual projects and other public calls for contributions.

- To be the main point of contact for programming consultation groups and to help build strong relationships in the community for BGAC.
- To carry out all necessary aspects of project management such as arranging meetings, following up appropriate action points, making catering arrangements, booking rooms and space, dealing with special requirements, making travel arrangements, financial processing, making telephone calls, drafting and sending letters, planning and conducting evaluations, sending emails and writing and issuing standard contracts.
- To run the day to day management of project budgets with the support of the Social Prescribing Producer, including reconciliation at the end of a project.
- To event manage any regular project sessions with participants (for example choir rehearsals), with support from the Social Prescribing Producer.
- To work closely with the Social Prescribing Producer to ensure planning runs smoothly and external partners including providing event information for risk assessments.
- To liaise Administration & Building Manager to assess feasibility and practical delivery of all projects and to ensure information is recorded on the relevant BGAC systems - e.g. Artifax, and follow up specific requirements.
- Undertake risk assessments for projects.
- To develop an understanding of current issues and debates on the role of the arts in social prescribing.
- To undertake research as required.
- To contribute positively and constructively to Social Prescribing meetings as required, inputting creative ideas and helping with team problem solving.
- To attend events and projects as required.
- To proactively and flexibly support arising day to day needs of the Social Prescribing programme.
- Monitor and evaluate delivery, collecting and preparing data as per funding and reporting requirement.

PERSON SPECIFICATION

We are looking for someone who:

- Has experience of working in the arts on participation or learning projects; or has experience in community organising, youth work or engagement work in another setting - e.g. education or mental health services.
- Evidence of employing effective and creative methods and approaches to engage and involve diverse groups and communities.
- Knowledge of reaching and engaging young people and communities that face the greatest barriers to participation.
- Has experience of organising or assisting with the organisation of events.

- Is able to work well and communicate with a wide range of people, with tact and diplomacy.
- Is self-motivated, with a flexible and proactive approach to work.
- Takes a practical hands-on approach to project delivery.
- Has a flexible, creative approach to work and can stay calm under pressure.
- Is able to deal with sensitive issues in an appropriate and confidential manner.
- Has high accuracy and attention to detail in work produced.
- Is well organised and able to multitask, with strong time management skills.
- Has demonstrable experience of completing administrative duties.
- Competent IT skills - user of MS Office programs and Google Drive.
- Is able to demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of the BGAC as a whole and in the work of this particular job.
- Knowledge of safeguarding for children and young people and vulnerable adults.

Desirable Skills and Experience Required

- Experience of working across arts and wellbeing.
- Proven experience of working in partnership at a range of levels within the arts, community or voluntary sectors.
- Experience of working with a range of organisations, groups and individuals and communicating effectively at all levels.
- Experience of working in an arts venue or similar setting.
- Awareness of current debates and issues in local, national and international arts contexts.
- Knowledge of one or more art-form discipline.
- A thorough understanding and personal experience of the challenges facing under-represented communities in the UK.
- Recent successful experience of managing a young persons' project or initiative.

We would love to hear from you if you are passionate about working with those for whom there are barriers to the arts. You may have an arts background or training as a creative, but this may have come from paid or unpaid work, maybe in a youth work role, or in a healthcare position or via a charity or local community organisation. We are committed to equality of opportunity and welcome applications from all sections of the community, we encourage candidates within the local community to apply.

To apply, please submit your **CV and covering letter** (no more than two pages) outlining your interest in the role and how your skills and experience meet the job description and person specification. Please also complete the **Equality and Diversity monitoring form**.

TERMS OF EMPLOYMENT

Salary:	£28,000 pro rata, 5 month freelance basis, full time
Period of contract:	Freelance agreement (Self-employed/Casual - Please note that you would be expected to submit your own self-assessment and pay any tax directly to HMRC for any hours worked)
Notice Period:	One week
Hours:	To be confirmed