



Community Engagement Producer Recruitment Pack

Overview

Reports to:	Head of Programmes
Responsible for:	Freelance staff (project managers, artists, facilitators, Youth Support Workers)
Commencement date:	June 2021
Salary:	£32,000 - £36,000
Hours:	35 hrs per week
Contract Type:	Fixed-Term 36 months.

About Metroland Cultures

Metroland Cultures safeguards the legacy of Brent's year as the Borough of Culture by building on the projects and relationships built over that year. It works in partnership with the community and Council to celebrate Brent's cultural heritage and grow its creative future. Through its Visual Arts and Music Biennial it presents stories and artists to local, national and international audiences. Metroland University offers a 2 month development programme to young people from Brent who want to work in the arts and the creative industries.

About the Community Engagement Manager role

As the Community Engagement Producer you will engage and involve the widest possible audience through building meaningful and lasting partnerships with a range of organisations from local Brent based communities and surrounding boroughs to deliver a sustainable, accessible, and inclusive community engagement programme. The role will report into the Head of Programmes ensuring that Metroland's artistic ambitions are responsive to the wants, needs and interests of local people and communities whilst also broadening horizons through amplifying the talents of local artists and inviting national and international artists into Brent. You will work alongside the Marketing & Communications Manager to understand the current levels of engagement based on intelligence gathered from Metroland's year presenting Brent's London Borough of Culture to shape a strategic approach to defining and prioritising key local and London audiences who are under-represented and underserved by arts and cultural opportunities. This role will also have a particular emphasis on supporting early career young creatives through a *Metroland University* which seeks to build the knowledge, skills and aptitudes of those looking to get their footing within the creative, cultural and digital industries.

Duties and Responsibilities

Audience Development

- Work with the Head of Programmes and Marketing & Communications Manager to understand the needs, wants and expectations of existing and new audiences to inform sustainable engagement and a partnership plan, defining and prioritising key audiences around each public programme strand.
- Work with the Director to ensure Metroland's Community Engagement Plan is connected to Metroland's Equality and Diversity policy and action plan.
- Build strategic relationships with external partners and community organisations within Brent including Council departments, identifying ways to reach and engage with diverse, under-represented people and communities with a view to creating an inclusive and accessible programme.
- Develop, deliver and project manage events, activities, and programmes that widen engagement with Metroland's public programme to under-represented and under-served communities.
- Coordinate and manage volunteering opportunities around the public programme.
- Foster collaborative approaches with local and London organisations to raise the profile and reach of Metroland's work.

Metroland University

- Lead on the development, design and delivery of Metroland University – an intensive programme of creative development and industry skills building for young people age 18-24 years.
- Maximise opportunities to create LLW paid work placements for young people as part of our core public programme across a range of roles e.g. producing, programming, curating etc.
- Ensure the programme is effectively staffed to ensure high retention and progression i.e. additional project management support, facilitators, artists, mentors, and youth support workers
- Ensure a robust recruitment drive through cultivating referral partners and self-referral processes that reaches under-represented young people.
- Create a wraparound support package including; inductions, access to pastoral support, supplementary training in the form of masterclasses and career surgeries, mentoring and sign-posting to further pathways and progression routes.

General

- Manage allocated budgets.
- Support the Fundraising & Development Manager with bid development through identifying fundable opportunities and consortium working for strategic fundraising.
- Ensure robust monitoring and evaluation of all programme activity to capture learnings, use for advocacy purposes and building a case for support.

- Maintain contacts with community partners and programme participants through our CRM system whilst adhering to GDPR and Metroland's Data protection policy.
- Assume the role as named Safeguarding Officer (Children, Young People and Adults at Risk) for Metroland, ensuring policies are up to date and enacted, staff receive appropriate training, safeguarding risk assessments are in place, and escalated incidents are dealt with swiftly and professionally with robust paper trails.
- Represent Metroland at events, forums and conferences where appropriate to raise the profile of the organisation as a local change agent.
- Adhere to Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equality and Diversity, Environmental and Data Protection.
- Be willing to undertake any necessary training or development in order to fulfill the role.

Person Specification

Essential

- Experience in working with community partners, preferably within an arts and cultural context, with proven ability to engage diverse and under-represented audiences.
- Experience in developing and delivering creative, engaging and inclusive activities, events, and projects successfully and in collaboration with voluntary, community sector organisations, peer arts and cultural organisations and/or statutory services.
- Experience of devising and developing work based and/or work relating programmes for young people.
- Track record of developing strategic plans to support sustainable community-based activity.
- Experience and understanding of working with local communities to devise an accessible volunteering programme that is mutually beneficial.
- Ability to manage people, budgets, and multiple projects.
- Committed to diversity and inclusion and a good understanding of the Equality Act.

Desirable

- Knowledge and experience of working for and with Brent communities.
- Knowledge of arts, cultural and learning sectors including experience of reporting and presenting to funders and key stakeholders.

Applications

To discuss the role please email team@metrolandcultures.com to arrange a conversation.

To apply for the role please download the application pack send the following to team@metrolandcultures.com

1. Completed Application form
2. CV
3. Covering Letter

In addition, please complete our Equal Opportunities Monitoring survey [here](#).

The deadline for applications is **12th March 2021 at 5pm**.

Interviews will be held on the **23rd March 2021**.