

## **COVENTRY CITY OF CULTURE TRUST COMMUNITY CONNECTORS PROJECT MANAGER**

**REPORTS TO LOVE COVENTRY PROGRAMME MANAGER, COLLABORATIVE CITY**

**Role:** Community Connectors Project Manager (P/T)  
Offered at 4 days per week from June 2021 until end of June 2022

**Salary:** £28,000 gross per-annum, pro-rata based on part-time working

### **CONTEXT**

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

### **JOB DESCRIPTION**

The Trust is looking to appoint a Community Connectors Project Manager to manage the delivery of specific programmes as part of the Collaborative City team's work, which is funded by the National Lottery Community Fund.

**COVENTRY CITY OF CULTURE TRUST  
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP  
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,  
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960  
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE  
REGISTERED IN ENGLAND AND WALES

## ABOUT THE COMMUNITY CONNECTORS PROGRAMME

A Community Connector is a local person or community champion who is or wants to be involved in organising community events and projects. We are looking for individuals who want to help bring local people together around a common challenge or issue.

The programme aims to support community leaders to feel empowered to develop cultural projects within their communities, using co-creation at multiple levels and developing projects which create meaningful participation opportunities for community members.

Through this project we will co-create cultural activity with 18 community champions in every ward in Coventry, to be presented as part of the City of Culture programme.

The postholder will work as part of the Collaborative City team with key responsibility for ensuring that the Community Connectors programme is delivered effectively, efficiently and achieves its outcomes.

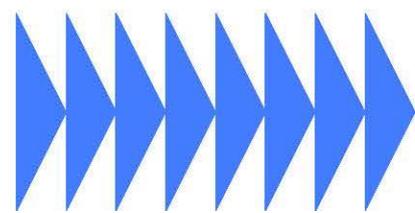
**You can find more information about the Connectors pilot programme on our website: <https://coventry2021.co.uk/explore/community-connectors/>.**

## THE ROLE

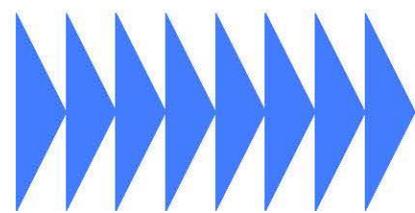
- Work with 18 individual community leaders over a 10-month period supporting them to deliver a locally relevant project that has benefit to the local community
- Work closely with the organisation [64 Million Artists](#) to design, develop and deliver the programme including monthly training sessions across the City of Culture year
- Manage and lead on the planning, timelining, budgeting and implementation of the delivery phase of the Community Connectors programme
- Lead on timeline, recruitment, advertisement and selection process for the future Connectors with input from the Love Coventry Programme Manager and 64 Million Artists
- Ensure key learnings and developments have been embedded from the pilot phase in the next stage of the programme
- Support the delivery of the training sessions with 64 Million Artists along with other training identified by the Connectors
- Work with our Communications team to design and implement a campaign and engagement strategy to recruit the next cohort of Community Connectors
- Manage the induction, stipends and contracting process with each Connector



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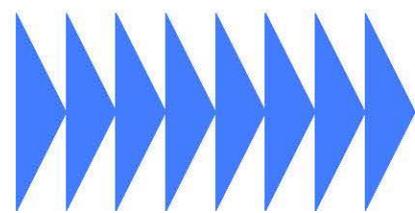
- Oversee communications relating to the programme with other departments including Production, Monitoring & Evaluation and Marketing
- Ensure Connectors are supported to work within Trust policies such as Safeguarding, Health & Safety and Risk Assessments
- Manage the overall project budget with input and support from the Love Coventry Programme Manager
- Work with the Connectors on building their individual project budgets
- Offer up to one hour, one to one contact time with each Connector on a bi-weekly basis, offering support, guidance and advice relating to their community project
- Manage the announcement schedule for the newly recruited Community Connectors, working closely with Comms on outputs including digital content creation, interviews, radio, etc.
- Research and identify training and opportunities to help network the Connectors with regional and national organisations, initiatives and opportunities
- Lead, manage and maintain communication and engagement with the selected Community Connectors who will represent different areas and communities in the city and their collaboration with the Trust
- Booking meetings, workshops and engagement sessions with Community Connectors, facilitators and trainers
- Supporting the administration, planning and delivery of this programme from June/July 2021 to May 2022, alongside evaluation and legacy planning in May / June 2022
- Support creative development through co-creation, in line with the wider Collaborative Team programme
- Support the wider delivery of the Collaborative City team and wider programme team's events and activities, where appropriate
- Ensure methods of working are followed accurately across the Producing Team



- Undertake monitoring and data collection activity as required for reporting to project funding bodies
- Work with the Communications team to ensure that online dissemination of the project is accurate, timely, accessible and meets the brand guidelines of both the Trust and the funding bodies associated to the project
- Coordinate the production and collation of clear information for the Community Connectors social media presence
- Actively engage with the organisation's vision and mission and strategies regarding artistic ambition, equal opportunities, diversity and accessibility, participation and engagement, environment and sustainability and evaluation and monitoring
- To be aware of, and undertake to comply with and to help develop, the Trust's policies and procedures including, but not limited to, GDPR, Health and Safety, Safeguarding and Diversity and Equality and Inclusion Policies

## **PERSON SPECIFICATION**

- Excellent project management skills, with the ability to balance and prioritise a diverse workload and to deliver a range of local projects with and in different communities
- Experience of working in communities and with a diverse range of stakeholders
- Experience of working on funded projects with a clear understanding of timelines, compliance, monitoring and reporting
- Excellent communications skills, with the ability to carefully manage the needs, abilities and new challenges that may come with working with a diverse group of people
- Good administration skills with strong attention to detail and experience with contracting processes



- A can-do attitude to working in a busy team structure, with experience of working with multiple partners with competing demands
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry

## GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

**We are committed to being an Equal Opportunities Employer for all roles and contracts; we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation, or age. If you are unsure about applying, please talk with us about any concerns you might have.**

The Trust will undertake to meet reasonable adjustments as required and will support with making specific access requirements requests via [Access To Work](#).

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

## PROCESS

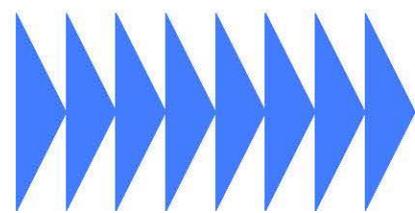
Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will help during the application and interview phase, as required.



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Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any access and inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at [www.coventry2021.co.uk/jobs](http://www.coventry2021.co.uk/jobs)  
Applications should be sent to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk)

## TIMETABLE

**Advertised** – Friday 23rd April 2021

**Deadline for submissions** – 12 noon, Friday 21<sup>st</sup> May 2021

**Interviews** – Friday 28<sup>th</sup> May 2021 (likely to be held via video conferencing software)

**Start date** – As soon as possible in June 2021

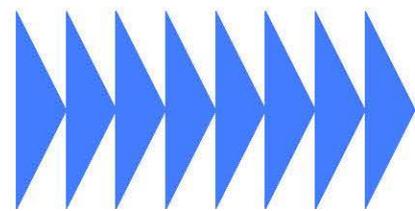
**Salary: £28,000 gross per annum, pro-rata based on part-time working (four days per week) until end of June 2022**

## TERMS AND CONDITIONS

- This is a fixed term post until the end of June 2022
- The part-time post is working 4 days per week, Monday-Friday, (excluding 30 minute/1-hour lunch). Working hours to be agreed, between 9am and 6pm with potential evening and weekend working. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum, pro rata, including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite. However, given current government guidelines all Trust employees are currently homeworking. The successful candidate will be welcomed into the Trust and



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supported through a remote induction process and provided with equipment to deliver the role on behalf of the Trust (laptop, etc.)

- The notice period for this role is 1 month during probation period and 1 month after probation is passed
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit [www.covculture.com](http://www.covculture.com) and for more information about Coventry UK City of Culture 2021 visit [www.coventry2021.co.uk](http://www.coventry2021.co.uk).



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