Coventry City of Culture Trust – Community Engagement Manager
Reports to – Great Places Project Manager and then Director of Engagement
Direct reports – Trainee Community Outreach Coordinator when in role

Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are working towards building the team ready to deliver an amazing build-up programme and an ambitious UK City of Culture year in 2021.

We are a young, diverse, modern city which is re-imaging the role culture can play in bringing people together.

Coventry has a history of triumphing against adversity, of coming together with a fierce but quiet pride. We love our city, and all too often have listened to others putting it down but now is the time to invite the world to venture past our beloved ring road and into a city with a story to tell and experiences to share.

We weren’t sent to Coventry; we chose to come. Coventry is a city of welcome, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

Build-up Programme (Great Places)

Coventry has been awarded just under £1.5million from Arts Council England and Heritage Lottery Fund to stage a programme of events celebrating the heritage and communities of Coventry.

The award builds on the city’s new 10-year cultural strategy, UK City of Culture 2021 win, Cultural Destinations award and the vision for a Place Partnership to engage communities in celebrating Coventry’s rich heritage. The full programme of projects includes: a major new arts commission for Coventry Cathedral, festivals to bring the city centre to life including a pilot Shop Front Festival in March and projects which celebrate Coventry’s medieval and modern architecture.

Job Description

Coventry City of Culture Trust is looking to appoint an experienced Community Engagement Manager to support the City of Culture activity as we work towards 2021 and beyond. Speaking to a wide demographic of residents in Coventry is vital and this role will be key in creating and maintaining relationships across the city.

This role would suit someone who already has experience of working within communities as a creative practitioner who is able to facilitate conversations to help develop and shape the City of Culture project. Coventry is a city that is significantly younger and more diverse than most cities. With this brings huge opportunity to develop a deep model of consultation that can encourage cultural activism, allow for ideas to be heard, invite creative responses to ideas and above all ensure the city feels ownership of the 2021 year.

The role

- To engage the broad range of Coventry's communities in the City of Culture in 2021 process and delivery
- Work closely with the Programme Manager and Creative team to ensure consistent close relationship between programme and communities
- To ensure that Coventry’s communities are well briefed on the nature of the City of Culture, and how it would be of benefit to Coventry
• To provide opportunities for individuals and communities to contribute ideas and thinking
• Where appropriate, to devise creative briefing & consultation methods to engage with communities
• To coordinate a programme of meetings and workshops with relevant community groups and special interest groups to achieve the above involving the wider team when appropriate
• To build on and manage the Trust’s databases of community groups and networking / overarching organisations
• To work with other members of the team & identified partners to mobilise Coventry's communities
• To manage all tasks, including administration tasks in connection with engaging communities in the bid, including scheduling meetings & running the paperwork for the Community Engagement group
• Line manage the Trainee Community Engagement Coordinator when in role including looking for development and training opportunities

For Great Places –

• Assist in building community participation and audiences for Great Place projects such as:
  ▪ Read All About It – July 2018
  ▪ 2Tone Taxi Tours – June – September 2018
  ▪ Meet Me in the Ruins – September 2018
  ▪ Cathedral Lighting Event – December 2018
  ▪ Refugee & Migrant project – 2019
  ▪ Indie Music Festival – 2019

• Work closely with organisers of participatory projects such as Workplace and Stories of Migration & Place to help to recruit and manage participants for these projects.

• Organise community groups to test out new walking tours and trails as well as incentive packages/days out such as 'Take Two'.

• Promote Visiting Friends and Relatives campaigns to communities such as special offers to visit attractions/cream tea for free in return for bringing a friend or relative with them

This list of responsibilities is not exhaustive, and the employee will be required to perform duties outside of this as operationally required and at the discretion of the line manager.

We would be willing to consider secondment proposal where the skills gained could be returned to the cultural sector.

Person specifications

Essential
• Experience of engaging and working with communities
• Experience of partnership working with communities, young people, community groups, networks and umbrella organisations
• A passion for working with people and empowering and developing the ideas they bring forward
• An interest and passion for the arts and culture and good organisation skills
• Ability to work sensitively in partnership with public and private sector organisations
• Good written, verbal and people communication skills
• Working knowledge of Outlook, Powerpoint, Word and Excel
• Ability to work flexible hours including occasional evenings and weekends
• To be based in or within easy commuting distance of Coventry
• Able to manage personal time, priorities and conflicting deadlines
Desirable

- Knowledge and experience of the cultural sector in Coventry
- Experience of working with vulnerable and hard to reach learners and communities
- Experience of working in a Community arts setting
- Experience of using the arts for creative consultation with communities
- Experience of using social media in informing and mobilising communities
- Experience of working within a busy office
- Flexibility to start in May 2018

Process

Please submit up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post with particular reference to the personal specifications. Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly on the basis of written submissions.

Please supply the names, addresses and contact information (email and phone) for two referees one of whom should be your current / most recent employer.

Applications should be sent to recruitment@coventry2021.co.uk or

Jacqui Ibbotson
Great Places Project Manager
Coventry City of Culture Trust
121 – 124 Far Gosford Street
Coventry
CV1 5EA

Timetable

Advertised – Friday 2 March

Applications close – Wednesday 11 April

Interviews – Friday 27 April in Coventry (interview expenses will be paid)

Salary - £28,000 - £30,000 gross pa dependent on experience

Terms and conditions

- This is a fixed term post until March 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed.
- The salary is paid monthly in arrears. Staff Pay review January 2019
- 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 28 days per annum including public holidays, rising by one day per every complete year worked to a maximum entitlement of 31 days including public holidays. Holiday must be taken at a time to suit all colleagues. Holiday additional to statutory holiday may be bought out in 2021
- Main place of work is Trust’s Office with frequent attendance at meetings offsite
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is two months.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
• The candidate’s contract of employment with the Trust does not come into force until the first day of work
• UKT/BECTU relocation costs are available for qualifying candidates

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk

The build-up programme is part of Coventry’s Great Place Scheme, supported by Heritage Lottery Fund, Arts Council England, Coventry University, University of Warwick, Coventry City Council and Coventry Business Improvement District

February 2018