

Coventry City of Culture Trust
Associate Producer x 4 - Tackling Inequality and Strengthening
Communities
Report to Senior Producer

Role: Associate Producer x 4 - Tackling Inequality and Strengthening Communities
Report to Senior Producer

Salary : £35,000 - £40,000 gross pa dependent on experience

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 recruiting the team ready to deliver a build-up programme, an ambitious UK City of Culture year in 2021 and legacy with a strong social conscience.

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

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 programme will reflect the internationalism and many cultures of our communities and will seek to develop creative response to building stronger communities and creating events that will inspire, challenge and change.

The Trust is committed to a series of step changes including:

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

Job Description

We are looking for four creative producers, who are social activists with a strong artistic sensibility and an understanding of working with communities in this field. You will work with us, our key communities and creative sector to build, programme and produce work that delivers against the city's outcomes. Your work needs to inspire, be inclusive, youthful in attitude, multicultural and reflective of the pioneering and innovative spirit of our international city.

Coventry, like many cities, is facing difficult social issues. Each Associate Producer will lead a creative programme that responds to a key issue facing communities in the city, these will include:

- Poverty and homelessness
- Young people and criminal exploitation
- Integrating new communities
- Mental Health and wellbeing

We are looking for four ideas people who can work with community organisations, charities and the city and regional authorities to develop a creative programme of work to deliver on agreed outcomes. You will work across the city and be able to turn grassroots ideas into incredible and unique creative programmes that are catalysts for change.



We are looking for people who are excited about working with artists and communities to co-create and develop work in Coventry, the UK and internationally.

The Role

The principal responsibility of the Associate Producer is to build an understanding of the practice and issues of grassroots community organisations who are all responding to key issues facing communities in our city.

To find out more about the partner organisations you will be working in please see Appendix One, and to read more about the key themes of this work please see Appendix Two.

You will initiate, develop and line-produce new and exemplary, creative programmes, initiatives and commissions/events for Coventry 2021.

You will be responsible for the development of the idea to its realisation and presentation, on time and to budget and to manage partnerships with all partners. The Associate Producer will oversee several projects locally, regionally, nationally and internationally, which they will develop with our Senior Producers and wider Coventry 2021 team.

More specifically you will:

- Work within a leading community organisation in Coventry (See Appendix 1), to build understanding of their partnerships, networks, key issues, set outcomes.
- Develop and respond to key issues with creative ideas and projects of varying scales co-created between the communities and with artists (across different art forms).
- Work closely with artists/creative teams to develop programmes that may respond to complex issues and working often with fragile communities.
- Work with the Creative Director, Senior Producers and Production Director to develop and nurture creative relationships with key artists, co-commissioners and other organisations to build solid working practices.
- Prepare and manage a series of complex project budgets in consultation with the Senior Producers using the Coventry 2021 budget systems and templates.
- Work closely with external contractors and internal colleagues across technical, artist liaison, communications, digital, administration and finance to provide them with detailed project information
- Negotiate artist and project team fees and contracts within the Festival's contracting system and templates, including commission contracts and underlying rights agreements.
- Work with the Production Co-ordinator to ensure that accurate information is shared on event management systems
- Provide regular updates to the Creative Director and Senior Producers of the progress on projects for which the Producer is responsible
- Collaborate with the Senior Producer to provide support and content for the fundraising/development, marketing/communications and monitoring/evaluation departments
- By working with and through organisations that support some of our most vulnerable communities you will contribute to making an impact to outcomes for individuals and a legacy for the future'.

Person specification

You should have an understanding and experience of the specific themed programme area; be able to develop innovative creative solutions, have great communications skills, experience of co-creating with a range of people and communities and be committed to diversity in all its aspects. You will promote sustainability across your work and be nationally and internationally facing in order to build exciting and unique collaborations with arrange of artists and cultural organisations. Additionally, you should have:

- Be playful, inventive, curious, connected, open, dynamic and connected
- Experience of running and managing cultural programmes and arts events of differing scales and budgets
- A creative approach to the development of ideas and initiatives in relation to the one or more of the se 4 key areas
- An ability to listen, facilitate and develop project ideas with artists, communities and partners
- Proven experience of working in a team and to share and develop ideas collaboratively
- An ability to work strategically and be willing to work across the creative sector in Coventry
- Good organisational and time-management skills and the ability to prioritise a diverse workload
- Experience of developing and managing budgets
- Experience of negotiating contracts
- An understanding of the safeguarding and health and safety considerations that accompany programming work in communities
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- Willingness to be based in, or be willing to move to within, commuting distance of Coventry
- Actively engaging with the Trust's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- Any other duties that are commensurate with the post, including line management

General

We are especially interested in creative people that understand the Asian and African Diaspora and new communities from Eastern Europe and the Middle East. We also actively encourage applications from women, LGBTQIA, deaf, or physically or learning-disabled 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 our training and development activity, and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

Process

For this role, please complete the application form linked on <https://coventry2021.co.uk/jobs/>

If you have any specific accessibility requirements, please contact the 2021 HQ on 02476 998 221 or email recruitment@coventry2021.co.uk.

Shortlisted candidates will be invited to join us for a workshop to assess their suitability for the role.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions. Please include with your submission a copy of the completed equal opportunities monitoring form linked on www.coventry2021.co.uk/jobs

Applications can also be sent to recruitment@coventry2021.co.uk or

Laura McMillan
Director of Operations and Legacy
Coventry City of Culture Trust
121 – 124 Far Gosford Street
Coventry
CV1 5EA

Timetable

Advertised – 21 February 2019

Applications close – 12pm Friday 22 March

Workshop dates – 3 and 5 April (date allocated on invitation to attend)

Interview dates – 16 and 17 April (date allocated on invitation to attend)

Salary – £35,000 - £40,000 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.
- 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 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
- 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 three 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

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

APPENDIX ONE – Who are our Partner Organisations?

Each producer will be seconded into one of the following organisations:

Coventry Law Centre – Poverty and homelessness

We want to live in a society where people's rights are upheld, their needs met and they are enabled to thrive. We are driven by dedication, professionalism and humanity; and we use specialist legal expertise to prevent and tackle problems faced by people who are disadvantaged in society.

We're the UK's largest Law Centre, employing 63 staff and 50 volunteers across Coventry and Birmingham, and our services are rooted in the communities we serve. We are a key partner with the City Council in delivering the Marmot Strategy.

We've shifted our emphasis to get better at using our expertise to improve knowledge of legal rights and capability to manage problems in our communities, and also to provide our expertise early in a problem to head it off before it becomes a catastrophe.

We know the law can offer people protection and an opportunity for them to resolve their problems, to remove barriers that are holding them back - to move forward in life and to fulfill their potential.

Positive Youth Foundation – Young people and criminal exploitation

PYF is a registered charity and social enterprise, established with the purpose of supporting vulnerable young people and communities across the region. The service has a strong strategic representation across a number of policy objectives including health, education and community engagement.

We deliver developmental programmes, taking positive approaches to help young people experiencing challenging circumstances move forward in their lives. Programmes are delivered seven days of the week, targeting young people either at risk of, or known to be living risky lifestyles.

PYF's ethos is based upon a strong shared commitment to reaching young people where they are, building relationships of respect and trust, and supporting young people to succeed.

Refugee and Migrant Centre – New communities and social integration

Coventry Refugee and Migrant Centre (CRMC) is a charity that was formed in 2000 to support refugees, asylum seekers and migrants in the city.

The idea for the charity developed in the mind of a group of volunteers in Hillfields who saw there was a need to support newcomers in the city

Our aims are to make our clients feel:

- **Supported** and relieved from hardship and distress
- **Empowered** to rebuild and take control of their lives and to fulfil their potential
- **Integrated**, settled safe and integrated into wider society

We work towards making Coventry a place of welcome and understanding, and strive to ensure that the general public, organisations, politicians and policymakers appreciate the needs of asylum seekers, refugees and migrants as well as raise the profile of the contribution this community brings to our city.

Grapevine – Mental health and Wellbeing

In association with Coventry and Warwickshire Creative Health Alliance

Our vision is of people and communities in Coventry and Warwickshire with the energy and confidence to tackle challenges and take opportunities. Grapevine helps all kinds of people experiencing isolation, poverty and disadvantage to build better lives. We do it by offering practical guidance, advocacy and support centred around the person.

We help them get the hope, insight and supportive relationships they need to take control, turn their lives around and realise their potential. Using practical tools and training we also help people build their collective power to tackle the problems they're facing. We help them spark and sustain movements for change.

We want to get at the root causes of problems that won't go away – not just treat the symptoms. We do that by working with systems and services like the NHS and local authorities to see how together we can understand and tackle the real problem – for good.

APPENDIX TWO – What are the key themes?

Each creative producer will be asked to select an area that they are interested in and can bring some understanding or experience of work in this field. We expect each associate producer to develop local, national, and international programmes, that show Coventry taking the lead in these fields.

Poverty and homelessness

Coventry has one of the highest rates of homelessness in the West Midlands. According to the End Child Poverty Coalition, in Coventry, there is an estimated 16,140 children in poverty before housing costs, or around 21.21% of children in the area. Housing charity Shelter's analysis of the most recent data from the Ministry of Housing, Communities and Local Government shows that an estimated 2,077 people in Coventry are homeless. The vast majority, 2,069, are in temporary accommodation, which includes those in hostel beds, living in B&Bs or with their own arrangements such as staying for short periods with friends or family. The remaining eight were recorded as sleeping rough. It means that one in every 173 people in Coventry are homeless – the second-highest rate in the West Midlands.

Coventry has been struggling in recent years with significant problems of malnutrition, food poverty, and limited access to nutritional food. This has been highlighted in the well-publicised expansion of the work of the Coventry Food Bank.

In the build up to during 2021 and beyond we are keen to develop greater artistic intervention that is co-designed with local people at risk of things that make people vulnerable to poverty and homelessness - family problems; ill-health or disability; loss of employment; low-paid and insecure employment or difficulty in finding work – and that builds on their lived experiences, finds solutions and creates change.

The programme will be rooted in local communities and enhanced by the work of the wider producing team as well as the wider creative sector in UK. This is a long-term programme of work to tackle inequalities in our communities through active engagement and to help citizens living in poverty develop their own responses to the challenges they face in their daily lives.

Young people and criminal exploitation

Young people have the right to feel and be safe from all forms of exploitation. It has become a burning issue, which has sparked renewed campaigning to end circumstances which lead to, in particular, the criminal exploitation of young people. The number of incidents of violence involving young people as victims and/or perpetrators in the city has increased. Coventry has a wide range of pro-active and positive organisations working together to address this critical matter. The Positive Youth Foundation lead on strategic and operational responses to raise the aspirations of young people.

In the build up to 2021 and beyond we are keen to develop greater artistic intervention that is co-designed with young people that builds on their strengths and create opportunities for lasting change. This new role has been created to find new creative programmes, projects and activities to help the Coventry Youth Partnership deliver positive responses for young people to engage in, building resilience and aspiration. Supporting and developing the local youth work infrastructure to adopt and embed sustainable cultural provision in to the sector will be a critical element of the role and help us deliver a strong legacy.

The programme will be rooted in local communities and enhanced by the work of the wider producing team as well as the wider creative sector in UK. This is a long-term programme of work to engage young people in more positive activities through active engagement and to help them develop their own responses to the challenges they face in their daily lives.

New communities and social isolation

CRMC, on average, supports 3,500 clients a year who have been dispersed to Coventry. Our dealings show that social isolation is not unusual for migrants, given that they have fled their homes and left behind everything that is familiar to them. A number of inter-connected challenges face them, which compound feelings of loneliness and social isolation such as loss of family, friends, social networks, language barriers, loss of status, identity and careers, cultural differences, discrimination and stigma.

In the build up to 2021 and beyond we are keen to develop greater artistic interventions that are co-designed with people who have moved to Coventry, on their own and/or with their families, that builds on their strengths and create opportunities for lasting change. This new role has been created to develop new creative programmes with CRMC and citywide partners, to help deliver greater understanding between peoples reducing stigma, to embrace the trauma of the journeys people have taken as well as the opportunities that lie ahead, with a focus on bringing together all people and cultures.

The programme will be rooted in local communities and enhanced by the work of the wider producing team as well as the wider creative sector in UK. This is a long-term programme of work to engage citizens in positive activities through active engagement and to help them develop their own responses to the challenges they face in their daily lives.

Mental health and Wellbeing

There is 'no health without mental health', yet we are all susceptible to mental health challenges and at least one in four British adults will experience some kind of mental health problem in any one year. Mental health and many common mental disorders are influenced by a wide range of social, economic and environmental factors. Mental health problems are increasing, and they place an enormous strain on individuals, families and local communities. As a consequence, national policy now demands that mental health be treated on a par with physical health. Good mental wellbeing plays an important role in the promotion of both physical and mental health.

In the build up to 2021 and beyond we are keen to develop greater artistic interventions that are co-designed with people in Coventry who have experienced mental health challenges or mental ill-health, to create opportunities for lasting positive change. This might include participatory arts programmes, arts in healthcare, arts therapy and social prescribing. This new role has been created to develop new creative programmes with a Coventry wide mental health network of community agencies, charities, businesses and NHS providers, to help find creative approaches to anxiety, depression, loneliness and isolation as well as reducing stigma, and widening debate and conversation, with a focus on creating greater understanding and improving lives.

The programme will be rooted in local communities and enhanced by the work of the wider producing team as well as the wider creative sector in UK. This is a long-term programme of work to engage citizens in positive activities through active engagement and to help them develop their own responses to the challenges they face in their daily lives.

APPENDIX THREE - BACKGROUND: Coventry - A Marmot City

To improve the health, wellbeing and life chances of the people of Coventry, reducing inequality is vital. Where someone is born, where they live, whether they work or not and what they do all affect how long someone will live, how healthy they will be and what quality of life they will experience. Men in the most affluent areas of the city will live, on average, 9.4 years longer than men in the most deprived areas, while for women the difference is 8.7 years. These inequalities in life expectancy and health arise out of inequalities in society - they are not inevitable - and there are ethical, social and economic reasons why

they should be prevented. As well as improving health outcomes, reducing inequality in society has been shown to lead to improvements in wellbeing, better mental health, better community and social relations, reduced levels of violence and better educational attainment.

Tackling the causes of health inequalities cannot be done through health services alone. The transfer of public health services to local authorities in April 2013 provided Coventry with an opportunity to continue to broaden the ownership of the health inequalities agenda. Coventry committed to delivering rapid change in health inequalities by 2015 and was one of seven cities in the UK invited to participate in the UK Marmot Network and become a Marmot City. Being part of the Marmot Network has provided Coventry with access to the international expertise of the Marmot Team based at University College London.

Being a Marmot City has brought together partners from different parts of Coventry City Council and from other public sector and voluntary organisations, whose decisions and activities have an impact on health. The Marmot principles, from the Marmot Review, Fair Society, Healthy Lives which aim to reduce inequality and improve health outcomes for all have been embedded into the core functions of the council and its partners, Improving health and reducing inequalities in Coventry is not only a priority for the NHS and public health - it is a priority for everyone who is working to improve the lives of people in the city.

Since Coventry became a Marmot City in 2013, there has been progress in outcomes across health and across society. There have been improvements in school readiness at age 5, health outcomes, life satisfaction, employment and reductions in crime in priority locations. A number of innovative projects and initiatives have been set up which are starting to yield positive results for the people of Coventry. For the most up to date information in the City about Health Inequalities read [Health Inequalities in Coventry - a summary](#).

For more information on the difference that Coventry has made since becoming a Marmot City in 2013, please download the report, [Making a difference in tough times](#), which focuses on the stories of individuals and communities and the difference that Coventry's work as a Marmot City has made to them. You can also watch our video, which features key leaders from across the city outlining the ways that being a Marmot City has made a difference over the last two years and will continue to do so.