

## JOB DESCRIPTION

### Job Title: COMMUNITY ARTS WORKER – CREATIVE PEOPLE & PLACES

#### Context

Creative People & Places (CPP) is a 3-year funding programme of Arts Council England. The aim of the programme is to increase engagement in the arts in boroughs where this has historically been below the national average. The Hounslow CPP programme is delivered by a consortium of 5 organisations, led by Watermans. Funding is in place for 2018-21 to initiate a collaborative programme designed to increase arts engagement across the borough, to improve the arts infrastructure available, and empower communities to take the lead in developing local arts programmes. The programme will build on work already undertaken in the initial funding period of 2014-18.

The partners in the *Hounslow Creative People & Places* consortium are: Watermans (lead partner), Hounslow Music Service, London Borough of Hounslow, Hounslow Libraries and TW4 Community Development Trust.

The Community Arts Worker will be employed by Watermans on behalf of the Consortium. However, the post holder will facilitate the development and delivery of an arts and engagement programme associated with specific geographical areas and communities within the borough. The Community Arts Worker will work closely with all the Consortium partners.

#### Working Principles for the Community Arts Worker role

The consortium is operating in a rapidly changing environment that is both exhilarating and demanding. All our staff must be committed to a common set of principles and to sharing key ground rules:

1. The engagement and empowerment of local communities is at the heart of the Consortium's programme policy.
2. The needs and aspirations of audiences and participants are key to informing and inspiring all aspects of our work.
3. Providing high quality artistic programming which is both accessible and exciting is fundamental to Creative People & Places.
4. We operate as an Equal Opportunities employer and equality both in the workplace and in service delivery is given the highest possible priority.
5. We operate as a team. Each member of staff needs to be able to give and to take feedback.
6. Planning, monitoring and evaluation are collaborative activities: we all have a role to play in them.
7. We are committed to working collaboratively with external partners, including other cultural providers, local community groups, and the regional and national arts funding system.
8. Creative People & Places is an action learning project and we are willing and open to testing new ideas and incorporating relevant change into our working practices. Sometimes this means initiating change ourselves and sometimes it means responding to changes initiated by other stakeholders.

UNCONTROLLED DOCUMENT WHEN PRINTED

Document Name:	JD CPP Community Arts Work	Version/Status:	Working 4 June 2018
Document Owner:	General Manager	Approved by:	DIRECTOR

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## Purpose of Post

The Community Arts Worker post will contribute to the achievement of the Consortium's intended outcomes which are as follows:

- A step-change in the range and volume of high quality arts provision across the borough
- Communities across the borough have equal access to inspirational and excellent arts provision
- Hounslow will have achieved 59% engagement in an arts event or activity (Active Lives Survey) by 2021 which represents convergence with the average for Outer London
- The imbalance between engagement in the arts between the east and west of the borough will have been reduced
- Our communities will be 'satisfied' with the cultural events programme in Hounslow town centre
- Our communities will have developed the confidence, capacity, desire and motivation to participate in, and ultimately lead, the development of local arts provision across the borough
- There will have been an increase in engagement of Polish Audiences across the Borough

Fundamentally, the Consortium's approach is predicated on three core values:

- a significant control shift – we will empower communities to own and steer the programme. We will maintain a flexible structure for the programme, allowing communities increasingly to direct and lead, adding content over time
- fair and equal access to all our communities - we will put in place mechanisms to ensure fair involvement from front-line and neighbourhood groups across the borough, through the frontline engagement work carried out by the Local Advisory Groups and the Community Arts Workers. Similarly, our outdoor events programme will be free, accessible and provided in the streets in the midst of our communities
- using lessons from social regeneration programmes, we will invest in the people, groups and organisations in our borough to build their capacity and support sustainability of the outcomes achieved in our communities

The purpose of the Community Arts Worker post is to lead the implementation of the Consortium's engagement strategy. The post holder will facilitate the continuing development of the Local Advisory Groups who have, in the first 3-4 years, progressed significantly and are now well structured, participant led and building in confidence. The Community Arts Worker will take a lead role in facilitating the journey from information and engagement, through development of skills, knowledge and experience, to community empowerment. The post holder will develop regular attendance, addressing gaps in community representation and equip Local Advisory Groups to recognise and understand the quality of the arts. The Community Arts Worker will, as part of their wider role, design and implement an active Polish community engagement campaign.

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## Responsibilities

### *Development of an active Polish community engagement plan*

1. In collaboration with the Programme Manager, create and implement a community engagement plan with a specific focus on Polish communities.
2. Be responsible for the recruitment of members of the local Polish community to Creative People and Places' Local Advisory Groups

### *Local Advisory Group development*

1. In liaison with the consortium partners, support the continuing development of the Local Advisory Groups in the post holder's designated areas
2. Support the Local Advisory Groups to take the decisions about the development of the programme and the use of budget in their area
3. Take lead responsibility for the scheduling, administration and production management, including licensing, for all activities in the post holder's designated areas
4. Ensure all activities are delivered in a safe and secure environment which is accessible to all targeted participants. The Community Arts Worker is required to comply with all relevant policies and procedures relating to health & safety and the protection of children, young people and vulnerable adults, report any incidents/accidents/hazards and take a proactive approach to such matters in order to protect him/herself and others
5. Support access and diversity in all aspects of the programme. This will include time spent specifically engaging and supporting vulnerable people and those with additional needs to ensure they can effectively engage with projects
6. Be aware of environmental considerations and minimise environmental harm wherever possible

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### *Community engagement and communications*

1. In liaison with the consortium partners, manage the local communications in their areas to raise awareness of the programme of activities. This will include online and offline activity, and face to face contact to build local relationships
2. Undertake wide scale, continuous consultation with local communities to inform the development of the Local Advisory Group and its programme.
3. Develop a stakeholder map for the post holder's designated area which is maintained as a 'live' map of engagement. This is likely to include local artists and arts groups, wider community groups, local residents, local businesses, schools, etc.
4. Develop new strategic partnerships and reinforce relationships between the consortium and local strategic partners, including other community-based service providers
5. Monitor the programme and audiences continually and contribute to regular reviews of the programme and engagement strategy at Consortium meetings
6. Engage proactively with a broad range of residents and community groups in the post holder's designated area, ensuring that the Hub is engaging with, and responding to, Hounslow's diverse communities

### *Programme development*

1. Develop a high quality arts programme by, for and with the local residents and communities. Based on consultation in each area, these programmes are likely to include participative arts activities, small events, local groups running workshops, etc. A range of different art forms and types of projects to engage different people will need to be provided.
2. Support the Local Advisory Group to develop projects, work with the Affiliate artists and companies, and commission relevant local projects.
3. Develop projects within a structured framework which encourages participants to engage in further activities, and provide guidance on progression, exit routes and further arts and media opportunities based on participants' interests and abilities
4. Support local communities' engagement in the arts through developing connections to a range of arts activities outside of the borough and across London
5. Support the development and sustainability of local groups which are keen to develop the reach and quality of their activities through providing advice and guidance, targeted training, subsidised or free space, programming or production support, links to the Affiliates, etc
6. Build an enterprise culture within developing arts groups and promote the value of the arts to audiences and participants to develop earned income for activities

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### *Monitoring and evaluation*

1. Support the monitoring and evaluation of all activities within the programme, specifically capturing required data at activities delivered in the post holder's designated areas.
2. Working with the Consortium and the Programme Manager, develop an understanding of the journeys of individuals, groups and communities through the Creative People and Places programme to support the production of case studies which enable us to identify the key drivers of change

### *General responsibilities*

1. Respond to general enquiries and deal efficiently with any administration requirements related to the planning and implementation of activities
2. Commit to a high level of customer service that will inform decision making and influence the delivery of services, exceeding the expectations of audiences, participants and stakeholders.
3. Provide reports and information as may be required in the execution of these duties.
4. Work as a team with other members of the Consortium, committing to the achievement of the Consortium's goals, and both recognising and supporting the contribution of each member to that common purpose.
5. Undertake any training provided by the consortium appropriate to the post.
6. Commit to the Consortium's Equality & Diversity Policy and practice.
7. Undertake any other duties commensurate with these responsibilities as management may require from time to time.

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- Responsible to:** Programme Manager – Creative People & Places
- Responsible for:** n/a
- Liaison with:** The Consortium and each Consortium partner.
- Watermans, as lead organisation for the Consortium, particularly in relation to the overall management of the programme.
- The Local Advisory Groups in the post holder's designated area
- Creative People & Places programme team
- Working Environment:** The role is based predominantly within the post holder's designated areas and therefore necessitates time working alone. Time will also be spent working at Watermans, Brentford and within other project areas in Hounslow.

### Notes:

1. The post holder will require DBS clearance at Enhanced Level
2. The Community Arts Worker is a full-time post, offered on a fixed term until December 2020. The contract may be extended subject to external funding.
3. Working hours are 40 hours per week. Flexible working, including evenings, weekends and Bank Holidays, is essential for this role. A system of time off in lieu applies.
4. Because this post is working within a developing programme involving external partners, the Job Description will be reviewed after 12 months. This is to ensure that the job description is relevant and fully reflects the development of the role, and therefore forms an appropriate basis for staff development plans, training, appraisal, etc.

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## **PERSON SPECIFICATION**

### **Essential Experience and Attributes**

1. At least two years' demonstrable experience of working with Polish communities
2. Knowledge of the theory of community arts work, demonstrated by a relevant qualification or equivalent experience
3. At least two years' experience of community arts practice or arts development in a community setting
4. Experience of facilitating arts projects involving a range of artforms
5. Experience of publicising and promoting small scale arts events and activities in a community context, including use of Social Media platforms
6. An understanding of how to engage and ultimately empower individuals, groups and communities
7. Ability to handle culturally sensitive issues in an appropriate manner
8. Demonstrable commitment to access, equality and diversity
9. Experience of working in a multicultural environment, with a reasonable knowledge of relevant different cultures (eg African, Middle Eastern, Eastern European, etc)
10. Experience of working with socially and economically diverse communities
11. Experience of developing and delivering projects in partnership with other community organisations or public sector agencies
12. Good communication and interpersonal skills and the ability to adapt to working with a range of groups in different environments
13. Ability to manage groups of people, including groups of children and young people, efficiently and effectively
14. Experience of planning and prioritising work, including a highly developed attention to detail
15. Knowledge of monitoring and evaluating the impact of sessions/programmes
16. Ability and confidence to represent the Consortium with external bodies and agencies
17. Ability to work both as a member of a team and independently
18. Ability to work effectively under pressure
19. English language and numeracy skills to a level for publicity, project monitoring and reporting
20. Willingness to undertake further professional development as identified

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21. Flexibility to work weekdays, evenings and weekends

### **Desirable Experience and Attributes**

1. Written and oral communication skills in Polish
2. Possession of a First Aid qualification
3. An understanding of Health & Safety At Work legislation and procedures
4. Knowledge of policies and procedures relating to protection of children and vulnerable adults

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