

They Eat Culture
It's about people
It's about place
It's about talking
It's about trust
It's about assets
It's about disruption
It's about commitment
It's about you and
us.

**THEY
EAT
CULTURE**



LOTTERY FUNDED

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ABOUT US

They Eat Culture, founded 2009, is a direct creative intervention into the cultural life of Preston, Lancashire, and wherever we are invited to work. We work with creatives, artists, thinkers & commentators, and partners to present, commission, and produce creatively and artistically ambitious live & digital projects, often co-designed with communities and always in relationship to the places we live.

We bring people, cultural and social need together with our interdisciplinary creative practice; underpin it with research methods to make great art; and help place-based change happen through our shared work. We are radical creative placemakers, and we can happily show you the effective results of our work over many years.

We cut across social inclusion, community cohesion, health & wellbeing, social justice, and citizenship agendas. We also contribute to economic development, day & night economies, planning, destination marketing and cultural tourism. We help build place with ambition, usefulness, and integrity.

We have gained a solid reputation around accessing and developing cultural and arts opportunities in areas with low socio-economic engagement and little access to culture. Our asset-based approach helps develop place, health and wellbeing, community cohesion, and social justice, alongside developing creative content for and with publics which amplifies voices in Lancashire.

We respond to commissioner, funder, or community need. This covers a variety of activity, including long-term cultural engagement programmes, moving image and digital projects, built-environment interventions, through to land-mark celebrations and large-scale experiences. We develop bespoke solutions, but increasingly develop 'off the shelf' activity.

We work in regional (Preston Creative Partnership & Arts Lancashire) and national consortia & as a Lancashire strategic organisation. We work with national and international creative, social, and artistic agencies, alongside a wide partnership on the ground in Lancashire.

ABOUT MOBILE HOME

Our project Mobile Home will transform through community asset development a number of unloved urban green spaces in 5 of the most deprived communities in Preston and South Ribble into vibrant outdoor community and creative hubs.

This project delivers community cohesion through using creative & cultural development, environmental green space activities and community engagement, to activate and redevelop underutilised shared urban spaces, creating and populating 'meanwhile spaces' for long-term use by the community, providing sustainable legacy. The project and activities benefit from ongoing development, meaning we are 'learning as we go'.

'Mobile Home' is based around the idea of bringing the indoors outdoors, to create an 'outside home' where the community can grow, cook, and share food, sit and talk together, and play together through shared activity.

It aims to bring key elements of how we as families and individuals use the domestic space as a place for discussion and support, but also understanding that the difficulties of the domestic can result in family dysfunction. The project aims to break this open and enable transparent discussions about difficulties while celebrating the notion of community and family. We will present and produce an ambitious artistic programme alongside the key Big Lottery activity.

ABOUT GROUNDWORK - KEY PARTNER

Groundwork CLM is part of Groundwork UK, which for over 30 years has been changing places and changing peoples' lives. We are both a charitable trust and a social enterprise that has been working to build more sustainable communities across Cheshire and Lancashire since 1985 and Merseyside since 2012. We do this by helping people and organisations to create better neighbourhoods, to build their skills and job prospects, and to live and work in a greener way.

We're passionate about creating a future where everywhere is vibrant and green, every community is strong and able to shape its own destiny and where everyone can reach their potential.

We help people to carry out thousands of projects each year. Tackling climate change. Helping people out of fuel poverty. Bringing out the best in young people by helping

them to improve their local area. Building stronger communities by improving green space. Getting people back into work by creating green jobs.

Our vision is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

JOB DESCRIPTION

JOB TITLE: **Project Manager**

SALARY: **£11,500 (FTE £23,000)**

CONTRACT LENGTH: **March/April 2017 – October/November 2019**

LOCATION: **Preston & South Ribble (other locations as required)**

THE ROLE

This post will manage the overall project activity for ‘Mobile Home’, our Big Lottery project, its programme of associated smaller projects and activities, including both environmental and creative community development pathways alongside larger scale commissions and new productions. It develops, supports, and champions area and project steering groups, project co-production with communities, incoming environmental and creative project activities and commissions, digital storytelling, and legacy activities.

RESPONSIBLE TO: **Creative Director, They Eat Culture**

RESPONSIBLE FOR: **Community development officers – Environmental & Creative
Sessional workers**

KEY OBJECTIVES:

- » To be responsible for the project, and to develop, manage, and ensure smooth delivery of the project through flexible working
- » Develop stakeholder, partner, and community relationships with professional integrity, good communication skills, and towards community co-production and project sustainability
- » To work alongside They Eat Culture & Groundwork’s core strategic plans, mission, vision, and values, specifically for They Eat Culture as lead partner across environmental, diversity, digital, audience, and artistic ambition.

TASKS:

- » Manage, supervise, and assess project staff and sessional workers.
- » Ensure Mobile Home is meeting the milestones and outcomes agreed with funders.
- » Play a key role in developing and managing the co-producing groups, overall steering group, partnerships, activity and delivery plans.
- » Link They Eat Culture's core producing team and associate artists alongside the project delivery, and manage processes.
- » Manage & lead the community asset mapping approach and building process, develop and support local partnerships and critical friends.
- » Oversee and ensure the successful delivery of the environmental and creative action plans, incoming area projects, and project vision for Mobile Home.
- » Develop the activity plan & design to ensure project legacy ie creative project development, funding support, online activities, signposting.
- » Identify ways in which the project delivery can develop and improve with particular relevance to individual community needs, community cohesion and health and wellbeing.
- » Network with relevant agencies in Preston and Lancashire, and attend strategic network meetings (such as Preston Creative Partnership, Preston Voluntary Network) where relevant with / representing the Director.
- » Link the project into They Eat Culture and Groundwork teams and wider project work where relevant, and align with strategic plans, specifically for They Eat Culture across environmental, diversity, digital, audience, and artistic ambition.
- » Assist the Director with national partnerships, fundraising, and public engagement activity to support the ongoing services and legacy plan provided for Mobile Home.
- » Engage personally and advocate for the wider digital storytelling process.
- » Manage the project monitoring, evaluation, reporting, marketing, administration, and financial management for the project, through liaising across Groundwork & They Eat Culture.
- » Produce project reports as agreed.
- » Attend training where relevant.
- » Attend team meetings.
- » This job description is not exhaustive and the post holder may be required to undertake other duties from time to time within the general scope of the post.

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SKILLS / EXPERIENCE/ ATTRIBUTES:

Essential

- » Minimum 4 years' experience of project management in an arts or cultural organisation
- » A degree in a relevant field
- » Experience of working with complex partnerships and within community settings on creative / environmental projects.
- » Demonstrate strong people management skills and good team working managing freelance contractors, artists and staff
- » Ability to work effectively as part of a team, supporting others, delegating work and sharing tasks as required
- » Excellent understanding of current developments in the arts sector and a demonstrable commitment to the role of the arts in supporting and delivering social and economic agendas
- » Previous experience of community co-producing projects and asset based approaches
- » Ability to manage a busy workload working on multiple elements of delivery
- » Fundraising, evaluation, and report writing experience
- » Excellent organizational and administrative skills
- » Financial and budget management experience
- » Health & safety, risk management site based experience
- » Excellent verbal and written presentation skills
- » Confident negotiation and communication skills
- » Experience of data analysis in the context of monitoring and evaluation processes
- » Marketing strategy skills
- » Dynamic and enthusiastic approach to work
- » Awareness of equal opportunities and diversity good practice
- » Computer skills able to support project management delivery, and knowledge of relevant packages such as budgeting & project management software

Desirable

- » Experience of audience development strategies
- » Understanding of arts funding system in the UK
- » Experience of event management
- » Strong local network of links with VCFS groups and networks
- » Artistic programme management experience
- » Driving License

SPECIAL CONDITIONS OF THE POST

Occasional travel required to meetings in the UK requiring some overnight stays

Some evening and weekend work throughout the year, particularly during the summer festival season between May and September

LOCATION:

The post is based at the They Eat Culture office at The Continental, South Meadow Lane Preston, Lancashire, PR18JP.

The project is spread across 5 local sites and will require frequent on site activity, and may require attendance at meetings elsewhere.

HOW TO APPLY:

Send your CV and a covering letter (up to 1 page of A4) explaining why you want the role, outlining how you meet the required skills / experience / attributes and identifying what you can bring to the role of Creative Community Development Officer. Please also include 2 or 3 web links, reports, or online materials which showcase projects on which you have previously worked.

Please also indicate approximately when you would expect to be able to start if you were offered the post.

Please send your application by email to info@theyeatculture.org

For an informal conversation about the post please contact ruth@theyeatculture.org

Please include your name and the title of the post you are applying for in the subject header of your email.

We will acknowledge all applications received by the deadline by email to the address from which they were sent.

Deadline for applications **17th Feb 2017**

Candidates will be notified of whether they have been shortlisted by **20th Feb 2017**

Interviews will take place on **23rd Feb 2017**

Equality monitoring – please return the attached equality monitoring form with your application. If you choose not to complete this form, your application will not be affected. You may also send this form separately if you wish.

EQUALITY MONITORING

They Eat Culture wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Gender

- Male
- Female
- Prefer not to say

Are you married or in a civil partnership?

- Yes
- No
- Prefer not to say

Age

- 16-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60-64 65+
- Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

- English
- Northern Irish
- Gypsy or Irish Traveller
- Welsh
- Irish
- Prefer not to say
- Scottish
- British

Any other white background, please write in:

Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

- Indian
- Chinese
- Pakistani
- Prefer not to say
- Bangladeshi

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

- African
- Caribbean
- Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

- Arab
- Prefer not to say

Any other ethnic group, please write in:

EQUALITY MONITORING

Do you consider yourself to have a disability or health condition?

- Yes
- No
- Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

- Heterosexual
- Gay woman/lesbian
- Gay man
- Bisexual
- Prefer not to say

If other, please write in:

What is your religion or belief?

- No religion or belief
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Prefer not to say

If other religion or belief, please write in:

What is your current working pattern?

- Full-time
- Part-time
- Prefer not to say

What is your flexible working arrangement?

- None
- Flexi-time
- Staggered hours
- Term-time hours
- Annualised hours
- Job-share
- Flexible shifts
- Compressed hours
- Homeworking
- Prefer not to say

If other, please write in:

Do you have caring responsibilities?

If yes, please tick all that apply

- None
- Primary carer of a child/children (under 18)
- Primary carer of disabled child/children
- Primary carer of disabled adult (18 and over)
- Primary carer of older person
- Secondary carer (another person carries out the main caring role)
- Prefer not to say