



## **JOB DESCRIPTION**

<b>Job Title:</b>	Community Engagement Coordinator
<b>Reports to:</b>	Gallery Manager
<b>Hours:</b>	Part time - 25 hours per week. Fixed term 18 month contract.
<b>Salary</b>	£22,866 p/a pro rata
<b>Location:</b>	Office based, The Base Greenham
<b>Holiday entitlement:</b>	20 days per annum, rising by one day per year to a maximum of 25 days plus bank holidays. (Pro rata for part time workers)

## **OVERVIEW**

This exciting new role will take The Base's engagement work to the next level and is vital to building on the success of The Base's learning and participation programme. You will be passionate about the benefits of arts engagement and able to share this enthusiasm with others, organising enriching and exciting experiences for everyone. You will plan an exciting and varied range of visual arts activities with have a particular focus on working inclusively with young people both in and out of formal education.

## **MAIN RESPONSIBILITIES**

- To create, maintain and deliver a programme of visual arts projects for Early Years Foundation Stage and Key Stage 1 – 4 that enhances creative learning in schools and supports teachers to deliver high quality arts provision.
- To create links between The Base's arts programme, professional exhibition programme and opportunities for schools (across all key stages) and youth settings
- To work with the Development Officer, and the wider Corn Exchange team, to identify and support funded projects which provide high quality visual arts learning and wellbeing opportunities to members of our community.
- To lead and coordinate community engagement competitions which complement the exhibition programme, working with the Gallery & Events Co-ordinator to find opportunities for public displays.
- To work proactively with the team to develop and increase participation and advocate for the work we do at all times.

## **MAIN DUTIES:**

### **Project management**

- To work with the Gallery & Events Co-ordinator to co-ordinate projects and visits for young people and schools, communicating effectively within a timeframe that enables schools/groups to commit in advance.
- To manage all of the logistics including transport arrangements where needed.
- To maintain excellent and effective communication with all participants and stakeholders.

- To create and deliver robust project plans, to time and to budget, working with the Development Officer where the project is dependent on fundraising.
- To work with the Corn Exchange Learning & Participation team to cultivate existing relationships with schools and youth settings, as well as continuing to develop new ones to diversify and expand our reach.
- To ensure participation targets are regularly monitored, recorded and achieved.
- To lead on recruiting workshop leaders where applicable.
- To ensure evaluation and monitoring data is collected for all projects and activities, supporting the creation of new tools/frameworks when necessary.
- To ensure all Health & Safety, GDPR and Safeguarding policies and procedures are followed, and shared and complied with by relevant parties

### **Communications and Administration**

- To maintain regular communication with the Corn Exchange Learning & Participation team, so that the engagement programmes can be managed effectively across all venues and communications with participants remain clear and consistent.
- To provide regular and accurate information regarding the various projects, events and exhibitions, including for the season brochure and general promotions, working closely with the Corn Exchange Marketing and Learning & Participation teams.
- To champion youth participation within the organisation and celebrate success.
- To communicate effectively with internal departments to ensure projects are delivered to a high standard.

### **Finance**

- To liaise with the Development Officer, and Learning & Participation Manager where necessary, on the preparation and agreement of project budgets.
- To maintain up to date and accurate spreadsheets for delegated budgets.
- Ensure that financial procedures, policies and guidelines are complied with at all times.
- To communicate with the Corn Exchange finance team in the financial monitoring and reporting of activity.

### **Health & safety**

- To act as Safeguarding lead for The Base
- To ensure that all activities are carried out in accordance with The Base's Health and Safety policy
- To work with the Corn Exchange's Head of Technical & Operations to carry out necessary risk assessments

### **OTHER**

- To demonstrate a commitment to The Base and the Corn Exchange Trust's core values
- To publicly represent The Base and the Corn Exchange in a prepared and professional manner and to maintain confidentiality as appropriate
- To create a friendly and welcoming atmosphere for users of The Base, as well as the Corn Exchange and its associated venues
- To undertake any other duties which may reasonably be requested, including working some weekends and evenings as necessary
- This role will be subject to an enhanced DBS check

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

## **PERSONAL SPECIFICATION**

The successful candidate is likely to

- Be highly organised with excellent attention to detail
- Be open, friendly and enjoy meeting and talking to new people
- Have exceptional administrative skills
- Be pro-active and able to work flexibly
- Enjoy problem solving and developing creative solutions
- Be able to work under your own initiative and manage multiple tasks
- Interested in planning and delivering bespoke workshops for a wide variety of participant groups

### **Additional Benefits**

- 10% discount in Honesty at The Base café
- 20% discount in Corn Exchange café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing

### **About Us**

The Base opened in February 2019 in partnership with Greenham Trust and Corn Exchange Newbury. A purpose-built visual arts and craft venue, it comprises of a 110sqm gallery, artists' studios and a workshop space for participatory classes. We present a varied programme of touring exhibitions alongside work from local artists. The Base is home to 8 visual artists and crafts makers, working across a variety of mediums, whose studios upstairs are available for visitors to access to see the creative process.

The Base became a Charity in June 2022 and is overseen by a Board of Trustees/Directors. The Base Board outsource the management of The Base to the Corn Exchange Trust.

The Corn Exchange is a regional arts venue in Newbury comprising a 400-seat auditorium, a 40 seat independent cinema and a Cafe and Bar; 101 Outdoor Arts – the National Centre for Art in Public Space for the development of large-scale outdoor performances, creation and rehearsal space and on-site accommodation; a Learning Centre delivering a full programme of courses, classes and workshop and a thriving outreach programme.

The Corn Exchange is overseen by a Board of Trustees who delegate the day to day running of the arts centre to an Executive Team, led by Director Jessica Jhundoo-Evans, Guy Dickens (Head of Technical & Operations), Gemma Twiselton (Head of Communications and Audiences), Danielle Corbishley (Head of 101 & Outdoor Programmes) and Ruth Stillman (Head of Development). The Corn Exchange Trust receives core funding from Greenham Trust and Arts Council England as a National Portfolio Organisation.