



Developing Slough's creative future.

Job Description

Job Title: Community Activator

Reporting to: HOME Slough Director

Employer: Slough CVS (Lead Partner) on behalf of HOME Slough consortium

Responsible for: Recruiting, managing and developing resident involvement in the delivery of HOME Slough

Start: 1st May 2019 (where possible)

Place of Work: Based at HOME office, central Slough area with outreach work across the borough.

Fixed term contract: £23-25,000 pro rata plus 5% p.a. pension contributions,

Hours: 2.5 days (17.5 hours) a week on a fixed term contract until December 2021. The post will involve working on some evenings, weekends and bank holidays

Holiday Entitlement: 25 days per annum (pro rata)

Other: DBS clearance at Enhanced Level (this can undertaken after job offer if applicant does not have this in place)

Introduction

HOME Slough is seeking an individual who is passionate about building strong communities, and who shares our vision of seeing more people in Slough enjoying and leading fantastic arts experiences across the town. We are looking for someone able to build trust across the multi-cultural communities in Slough, building on our past activity to create a meaningful, dynamic, community network for our project.

This role is crucial to the success of the HOME Slough project as residents are at the heart of our work as influencers, decision makers, audiences and participants. You will need experience of working with volunteers, understanding best practice and how to build and sustain a strong network.

HOME Slough is 3 year project that is part of a national initiative called Creative People and Places (CPP). The national programme aims to increase the number of people choosing,

creating and taking part in brilliant art experiences in the places where they live, particularly where evidence shows that people are less involved in arts and cultural activities than elsewhere in England.

The 21 independent CPPs are action research programmes experimenting with radically different approaches to inspire and excite people about the arts, they are all funded by Arts Council England. The programme will take risks, reflect on what works and what doesn't, and use that experience to shape the development of activities; gathering evidence and sharing learning.

Encouraging and supporting communities to actively engage in HOME Slough as participants, influencers and decision makers is an integral part of the Creative People and Places programme, and a central ambition of HOME.

HOME Slough is led by a Consortium of organisations invested in Slough as follows:, Slough Council for Voluntary Services (Lead Partner), Slough Borough Council including Slough Libraries, SEGRO, Slough CCG, Rifco Theatre Company.

Slough CVS is a local charity that has been running for over 80 years supporting the voluntary sector. We aim to improve the lives of the people of Slough and the surrounding areas by providing services to residents and the voluntary sector.

For more info on the project please go to the website <https://homeslough.org.uk>

HOME Slough aims to:

- Enable more people in Slough to experience the arts
- Empower residents to make their own events happen
- Increase the range and quality of the art that comes to Slough and is made here
- Support the artists who are here
- Build partnerships with national and international organisations to help us
- Help businesses and other partners to engage with culture for the benefit people of Slough and the town's future

We deliver against these aims with 4 strands of activity that range from running HOME on the High Street to HOME Grown which commissions new creative activities in Slough, led and decided by residents.

The Role of the Community Activator

The role will work across seven neighbourhoods in Slough to maintain, support and develop a network of local 'Creative Connectors', these individuals are our community network they inform, lead and influence the HOME programme of arts and culture activities.

The role will work closely with local people, they will take a lead role in facilitating information gathering and supporting the development of skills and knowledge through a programme that includes cultural trips, workshops and visits.

To support the community network the current framework will evolve to ensure that individuals and communities can be reached across the town, and we can more effectively align the skills and interests of Creative Connectors with different parts of the project.

You will be part of a friendly team, and will act as conduit between the team and the wider community on different strands of our work.

Responsibilities

The Community Activator will:

1. Recruit and manage our network of Creative Connectors drawn from across Slough.
2. Identify new Creative Connectors that can reach out to new audiences and communities across the borough and encourage them to participate and inform the project, to reflect the needs and interests of their communities.
3. Lead monthly meet-ups and produce regular communications for Creative Connectors with the support of the Marketing Manager at Slough CVS.
4. Ensure that the Creative Connector network is integrated into the different programme strands of HOME Slough.
5. Ensure that up to date knowledge is held about Creative Connectors, and that we are aware of the interests, skills and experience of our Community Network and able to align this to the programme whilst managing expectations.
6. Facilitate and support the Creative Connector's in their development as programme influencers and leaders, funding panel members, event support teams, champions of the arts and culture to their communities.
7. Lead 'Go See' activities for Creative Connectors, visiting events and performances outside the Borough to inform activity locally.
8. Review the current infrastructure for the Creative Connectors to ensure it is fit for purpose as the project develops.
9. Manage the monitoring and evaluation of all Creative Connector activities, specifically capturing required data for our external evaluators.
10. Ensure that those Creative Connectors volunteering on events are fully briefed and have relevant information to support them whilst volunteering, and where relevant checks have been undertaken when working with children and vulnerable adults.
11. Take responsibility for the administration and management of all activities involving Creative Connectors.
12. Provide regular reports and information to the Director and attend Management meetings and other meetings as required.
13. To ensure that all activities are delivered in a safe and secure environment which is accessible to all targeted participants making sure that all relevant policies and procedures relating to Health & Safety, the protection of children, young people and vulnerable adults are adhered to.

14. Commit to HOME Slough's Equality and Diversity Policy.
15. Undertake any other duties commensurate with these responsibilities as management may require from time to time.

Essential Skills and Experience

- Professional experience in one of the following 3 areas; Volunteer management, Community Development, Arts Development
- Experience utilising best practice when working with volunteers
- Experience of reporting and collating information and data for reports
- Ability to listen and empathise with a wide range of people
- Ability to work collaboratively within a team and across organisations
- Ability to work on own initiative and to take direction
- Ability to communicate well in a wide range of contexts and with a wide range of people
- Experience of engaging communities who are under-resourced and culturally diverse and ensuring that their ideas and perspectives are expressed and their voices are heard
- Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook, Mailchimp)
- Experience of utilising a range of social media to reach target groups

Desirable

- Facilitation experience and/or qualifications
- Knowledge and experience of different community groups in Slough

If you would like to talk to someone before applying for more information please call Marina Norris, Interim Director on 07730 375218.

Application process

To apply please return:

- a completed application form
- a completed Equal Opportunities form

to Marina@homeslough.org.uk by 10am, 3rd April 2019. Interviews to take place on the 11th April, 2019.

