



Job Description

NLHF Job Title: Community Engagement and Volunteer Coordinator (CEVC).

Out There Arts: Out There Arts – National Centre for Outdoor Arts and Circus is an independent arts development charity that is based in Great Yarmouth, but collaborates with artists worldwide. We are dedicated to delivering outstanding opportunities for artists and communities through supporting, hosting, and delivering circus and street arts projects and events.

The Ice House Project: Out There Arts has been awarded funding from NLHF towards the development of the Historic Ice House in Great Yarmouth.

Reports to: Executive Producer (EP) - responsible for delivery of all heritage community engagement activity and events.

Salary: £27k per annum pro-rata

Contract: Fixed term contract for 24 months December 2023 – December 2025

Hours: 2.5 days per week. (18.75 hours total)

Holiday Entitlement: 25 days per annum + bank holidays pro-rated

Purpose: Working closely with the EP and other OTA staff to help coordinate and deliver the outlined NHLF engagement activities in the Activity Plan. The main point of contact for volunteers- to manage the ongoing recruitment, support and coordination of a team of project volunteers.

Principle tasks: With support and direction from the EP the CEVC will be responsible for:

- Supporting programming and delivery of NHLF delivery phase project activity 2024-2025
- Contracting freelance artists and heritage specialists
- Recruiting, supporting and managing our volunteer base throughout the delivery phase
- Engaging with community groups, partners, networks and voluntary organisations to promote and be part of year round volunteering opportunities
- Collating volunteer availability, creating a shift rota based on requirements and managing volunteer shift rota
- Creating content for and coordinating volunteer call outs and other communications with volunteers
- Supporting press and publicity for volunteer and community programmes
- Organising training, inductions and briefing sessions for volunteers (in line with the volunteer management and training plan)

- Overseeing volunteers during activities, festivals and events with support from the wider festival team at the Out There Festival
- Supporting the monitoring, evaluation and reporting of the engagement and volunteer programmes
- Developing new and maintaining existing relationships with a range of community partners, collaborators, schools and other educational partners to aide and increase engagement and participation
- Ensuring the organisational values of equality of access, diversity and inclusion are embedded across programmes and that programmes are relevant to communities and volunteers
- Carrying out other duties reasonably compatible with, and/or arising from the duties specified above and in line with the scope of the post
- Training: Undertaking relevant training and professional development to fulfil all aspects of the role including maintaining an in-date First Aid qualification and Safeguarding Training

The role of the CEVC will be key to ensuring our audiences and the wider community are engaged in this project and can ensure we remain community led throughout the delivery phase engagement programme.

Person specification

We are looking for someone who is:

- Experienced in community engagement, with at least a 5 year proven track record of working with a diverse range of audiences. (Essential)
- Experienced or knowledgeable of the processes of engaging some of the most disadvantaged or least engaged communities. (Essential)
- Experienced in the recruitment and management of large numbers of and teams of volunteers. (Essential).
- Experienced in how to effectively support and motivate individuals in order to ensure all volunteers have a positive and rewarding experience (Essential)
- Experienced at developing and delivering volunteer training programmes (Desirable)
- Understanding of the barriers to volunteering and participation in the arts and heritage and has experience of supporting diverse communities to engage (Essential)
- Experienced at working with people with disabilities, SEND or any other additional needs – ensuring activities are accessible and inclusive and volunteers are able to work to their strengths and abilities (Essential)
- Experienced at developing volunteering programmes and identifying opportunities for progression (Essential)
- Experienced at working in schools, colleges and other educational settings with children and young people (Essential)
- A strong communicator - confident at speaking with people on all levels from a diversity of backgrounds - young people, community groups and professionals especially in a cultural/heritage context (Essential)
- DBS checked with a working knowledge / awareness of safeguarding issues (Essential)
- Experienced at working on an arts/heritage project - excited to learn about the heritage of Great Yarmouth and the Ice House (Desirable)
- Experienced in the co-production of creative work - excited about working collaboratively and building a shared creative vision with communities (Desirable)
- Experienced at managing allocated project budgets within budget – with support from Exec. Producer (Essential)
- Self motivated, community-minded with a friendly approach (Essential)

- Confident at communicating with a wide variety of people and building positive and professional relationships (Essential)
- Able to work collaboratively with colleagues and partners to meet organisational objectives (Essential)
- Is highly organised, with strong project management skills, a high degree of accuracy and attention to detail and able to keep to deadlines (Essential)
- Proficient in Word, Excel and Outlook(Essential)
- Is flexible and proactive in their approach to work(Essential)
- Can remain calm under pressure (Essential)
- A willingness to occasionally work outside of office hours and at weekends (Essential)

Main working location:

The Drill House, York Road, Great Yarmouth NR30 2LZ.

We are open to some hybrid working at the office and remotely and will agree a pattern of work with the successful candidate.

However, it is important that the person who takes this role spends regular time in the office and at Out There Arts' events in order to be able to collaborate effectively with colleagues, meet with our communities, understand our audiences and experience our work first-hand.

Application Procedure

To apply for this vacancy please request a job application pack from:

Email: hello@outtherearts.org.uk

Please note applications can only be considered if they are submitted by the closing date – **13th December 2023**

The anticipated dates for interview are **w/c 14th December 2023**



@outtherearts
w:outtherearts.org.uk

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