



JOB DESCRIPTION

Job Title:	Freelance Community Engagement Manager
Contract Duration:	March – June 2026
Reports to:	Communications Director
Fee:	£150 per days x 4 days per week (2 days per week in June) = £9450
Contract:	Part Time - Fixed Term - Freelance.
Dates:	17-week term, 2nd March 2026 – 25th June 2026.

Candidate must be available on the week of the Out There Festival dates 25th – 31st May 2026

Out There Arts – National Centre for Outdoor Arts and Circus

Out There Arts is an Arts Council England funded NPO, an independent charity that provides transformational opportunities for artists and communities by supporting, hosting and delivering world class international circus and street arts projects and events. Our vision is to create in Great Yarmouth an International Centre of Excellence for circus and street arts creation, training and delivery, to be a UK and European leader in development of the sector and a major gateway with Europe and the rest of the world. The organisation has established itself as a visionary leader in the sector and following a decade of exciting growth and development we are looking to build further on our achievements, deliver great new work and break new ground in a fast changing context.

About the role

Out There Arts (OTA) is seeking an experienced, dynamic and passionate freelance Participation Programme Manager to lead the community outreach, engagement and participation programme strands of the organisation.

The Participation Programme Manager will be line managed by the Communications Director and work collaboratively with the wider staff team (inc. Creative Producer, and other freelance staff inc. Volunteer Coordinator).

The Participation Programme Manager will be responsible for developing and nurturing relationships with diverse local communities in Great Yarmouth, neighbourhood groups and other grassroots organisations, alongside overseeing the recruitment, training and management of a team of volunteers and programme participants to support projects such as The Ice House and the Out There Festival.

The Participation Programme Manager will be responsible for developing and delivering the schools' outreach programme working with resident artists and other creative facilitators. OTA has a remit as part of our NPO agreement to engage every school age child in the Great Yarmouth borough with quality, artistic experiences in and outside of their school.

The role will focus on managing participatory/engagement within the following key projects:

Neighbourhood Transformations - 'Up Our Street'

A year round initiative engaging local communities in reimagining and creatively activating public spaces - delivering workshops, events, and consultations. Much of this work is to be delivered in collaboration with our partners, Freshly Created CPP.

Ice House Community Engagement Programme

Now approaching its third year, the Ice House Community Engagement Programme seeks to engage people in the heritage of the Grade II listed The Ice House, and collaborate on the building's future as a National Centre for Outdoor Arts and Circus. Upcoming events, community workshops and consultation will support the development of an exciting events programme and a heritage learning experience at The Ice House.

Out There Festival 2026

The Out There International Festival of Outdoor Arts & Circus is set to take place from the 28th - 30th May 2026. The festival features a diverse programme of artists from around the world taking place across different locations in the heart of Great Yarmouth. Alongside the festival is a programme of volunteering opportunities, participatory initiatives, community and youth take-over programmes including a larger scale version of 'Up Our Street'. and a photography project engaging the local community in an upcoming portrait series to be featured at the festival. The role will also involve collaborating with our CPP partners, Freshly Created to support involvement in the festival by a team of Community Producers.

Poet in Every Port

The Southbank Centre in 2026 will be supporting several poets in coastal communities to build a national programme of poetry across the UK. Great Yarmouth is one of those coastal communities and will host the mobile library van at the Out There Festival 2026. We will be working with a local poet to explore and deliver poetry workshops.

FÜLÜ

As part of the Out There Festival in 2026, French Electrobass band FÜLÜ will be performing the evening performance in St George's park. To support this performance, OTA are designing content to project onto trees and a firetruck. This content will be gathered from various community engagement events and projects, for example a photography portrait project where various members of the community will be transformed into animals.

Key Responsibilities

- Manage the participatory elements of the 'Up Our Street' Neighbourhood Transformation Project (Know Your Neighbour, Health Lottery and Esmee Fairbairn funded activity).
- Collaborate with our CPP partners, Freshly Created to support involvement in the festival and other events by a team of Community Producers.
- Support on the production and event delivery of Festa Fiesta and other local community events as directed by the Creative Producer.
- Oversee community/participatory programmes feeding into Out There Festival 2026.
- Support and deliver NLHF funded Ice House community engagement activity as directed by the Communications Director.
- Develop relationships with local schools and colleges in the Great Yarmouth Borough.

- Work with the OTA team to develop a robust schools offer and identify opportunities to integrate the organisation's work with the school curriculum.
- Lead and deliver on OTA's schools outreach programme; liaising with artists, schools and the OTA team to ensure a smooth operation of in-school performances and workshops.
- Build and maintain strong relationships with local residents, artists and partner organisations.
- Coordinate monthly meetings with a newly developed community board with the remit of supporting a range of community and artist led activities in Great Yarmouth. Develop membership to the board.
- Support the development of a cohort of local 'Community Animateurs' and regular community volunteers
- Carry out community consultation and feedback into wider programme development
- Coordinate workshops, events and participatory activities in collaboration with the wider festival team
- Oversee the Volunteer Coordinator in the recruitment, training and management of volunteers
- Develop local partnerships and networks, attend meetings and community events as required (e.g. GY Cultural Network, GY Enjoy CEP!)
- Ensure accessibility and inclusivity are at the heart of all engagement efforts.
- Manage project timelines, budgets and reporting expectations where required
- Support the marketing and communications to promote participation

About You

- Have at least 3 years experience working with communities in areas of disadvantage.
- Have experience developing and managing arts based outreach, engagement and participation programmes/projects
- Be confident in working with a range of partners/stakeholders, including diverse communities, local authorities, artists, grassroots networks and other partner organisations.
- Have strong project management and organisational skills - a keen eye for detail, managing projects on time and within budget
- Be a great communicator with the ability to inspire and connect people.
- Thrive in a fast-paced, ever changing creative environment.

Conditions

Contract Type:	Freelance
Fee:	£9,450 (based on approx. 63 days at £150 per day)
Duration:	4 days per week from 2 nd March – 31 st May 2026 2 days per week from 1 st June – 25 th June 2026
Candidate must be available on the week of the Festival dates 25 th – 31 st May 2026	
Total: 63 days	
Main working location:	Flexible working part remotely and at The Drill House, York Road, Great Yarmouth NR30 2LZ

How to Apply

To apply, please submit your CV and a cover letter outlining your relevant experience and why you're interested in the role. We also accept video applications if you would prefer (in replacement to the covering letter).

Email: marcin@outtherearts.org.uk

Please note applications can only be considered if they are submitted by the closing date – **11:59pm 9th February 2026**

The anticipated dates for interview are from the **11th February 2026**

Equal opportunities monitoring: As part of our commitment to quality, diversity and inclusion, we monitor the diversity of our workforce and applications to help us review the effectiveness of our policies and procedures. To help us with this, please complete the Equal Opportunities Monitoring Form that can be found here: <https://forms.gle/9s7U8k72Cfhnzt7J9>