

JOB DESCRIPTION

Job Title: **COMMUNITY FACILITATOR (Temporary) – CREATIVE PEOPLE & PLACES**

Context

Creative People & Places (CPP) is a 3-year funding programme of Arts Council England. The aim of the programme is to increase engagement in the arts in boroughs where this has historically been below the national average. The Hounslow CPP programme is led by a consortium of 5 organisations, led by Watermans.

Working Principles for the Community Facilitator role

The consortium is operating in a rapidly changing environment that is both exhilarating and demanding. All our staff must be committed to a common set of principles and to sharing key ground rules:

1. The engagement and empowerment of local communities is at the heart of the Consortium's programme policy.
2. The needs and aspirations of audiences and participants are key to informing and inspiring all aspects of our work.
3. Providing high quality artistic programming which is both accessible and exciting is fundamental to Creative People & Places.
4. We operate as an Equal Opportunities employer and equality both in the workplace and in service delivery is given the highest possible priority.
5. We operate as a team. Each member of staff needs to be able to give and to take feedback.
6. Planning, monitoring and evaluation are collaborative activities: we all have a role to play in them.
7. We are committed to working collaboratively with external partners, including other cultural providers, local community groups, and the regional and national arts funding system.
8. Creative People & Places is an action learning project and we are willing and open to testing new ideas and incorporating relevant change into our working practices. Sometimes this means initiating change ourselves and sometimes it means responding to changes initiated by other stakeholders.

Purpose of role

The purpose of the Community Facilitator post is to lead the implementation of the consortium's engagement strategy. The post holder will facilitate the continuing development of the Hounslow Local Advisory Group, taking a lead role in facilitating the journey from information and engagement, through development of skills, knowledge and experience, to community empowerment.

The Hounslow LAG has developed the TW3 Creative Space as a key strand of its work. This project will need to be re-imagined during the pandemic.

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Responsibilities

1. Support the Local Advisory Group to develop the programme, and the use of budget in its area.
2. Take lead responsibility for the scheduling, administration and production management, including licensing, for all activities in the post holder’s designated area.
3. Ensure all activities are delivered in a safe and secure environment which is accessible to all targeted participants. The Community Facilitator is required to comply with all relevant policies and procedures relating to health & safety and the protection of children, young people and vulnerable adults, report any incidents/accidents/hazards and take a proactive approach to such matters in order to protect themselves and others.
4. Engage proactively with a broad range of residents and community groups, engaging with and responding to, Hounslow’s diverse communities.
5. Develop a high-quality arts programme with members of the Hounslow Local Advisory Group.

Responsible to: Programme Manager – Creative People & Places

Responsible for: N/a

Liaison with: The consortium and each consortium partner.

Watermans, as lead organisation for the consortium, particularly in relation to the overall management of the programme.

The Hounslow Local Advisory Group

Creative People & Places programme team

Working Environment: During the COVID-19 pandemic, work will be done remotely. We are developing risk assessments and operational planning, to manage face-to-face work when this is permitted.

Notes:

1. The post holder will require DBS clearance at Enhanced Level.
2. The Community Facilitator is a part-time post, offered on a fixed term until November 2020. The contract may be extended by mutual agreement.
3. Working times and days will vary over the period, amounting to a total of 16 days.
4. The role will require face-to-face interaction with community volunteers and the general public, and the appointee must be able to deliver this aspect.
5. Remote working will be required, especially during the COVID-19 emergency.

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