

JOB DESCRIPTION

Job Title: COMMUNITY ARTS WORKER – Polish community development (part-time)
CREATIVE PEOPLE & PLACES

Context

Creative People & Places (CPP) is a multi-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. Funding is in place for 2021-24 to initiate a collaborative programme designed to increase arts engagement across the borough, to improve the arts infrastructure available, and empower communities to take the lead in developing local arts programmes. The programme will build on work already undertaken in the initial funding period of 2014-21.

The partners in the *Creative People & Places Hounslow* consortium are: Watermans (lead partner), Hounslow Music Service, London Borough of Hounslow, Hounslow Libraries and TW4 Community Development Trust.

The **Community Arts Worker – Polish Community Development (part-time)** will be employed by Watermans on behalf of the Consortium. However, the post holder will facilitate the development and delivery of an arts and engagement programme associated with specific geographical areas and communities within the borough. The **Community Arts Worker – Polish Community Development (part-time)** will work closely with all the Consortium partners.

Working Principles for the Community Arts Worker – Polish Community Development (part-time) 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. The provision of 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.

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- 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 Post

The **Community Arts Worker – Polish Community Development (part-time)** post will contribute to the achievement of the Consortium’s intended outcomes which are as follows:

- A step-change in the range and volume of high quality arts provision across the borough
- Communities across the borough have equal access to inspirational and excellent arts provision
- Hounslow will have achieved 59% engagement in an arts event or activity (Active Lives Survey) by 2024. (This represents convergence with the average for Outer London.)
- The imbalance between engagement in the arts between the east and west of the borough will have been reduced
- Our communities will be ‘satisfied’ with the cultural events programme in Hounslow town centre
- Our communities will have developed the confidence, capacity, desire and motivation to participate in, and ultimately lead, the development of local arts provision across the borough

Fundamentally, the Consortium’s approach is predicated on three core values:

- a significant control shift – we will empower communities to own and steer the programme. We will maintain a flexible structure for the programme, allowing communities increasingly to direct and lead, adding content over time
- fair and equal access to all our communities - we will put in place, mechanisms to ensure fair involvement from front-line and neighbourhood groups across the borough, through the frontline engagement work carried out by the Local Advisory Groups and the Community Arts Workers. Similarly, our outdoor events programme will be free, accessible and provided in the streets in the midst of our communities
- using lessons from social regeneration programmes, we will invest in the people, groups and organisations in our borough to build their capacity and support sustainability of the outcomes achieved in our communities

The purpose of the **Community Arts Worker – Polish Community Development (part-time)** post is to lead the implementation of the consortium’s engagement strategy. The post holder will facilitate the continuing development of Polish community groups already existing in the borough and to support the development of their confidence, structure, participant skill and knowledge base. The **Community Arts Worker – Polish Community Development (part-time)** will take a lead role in facilitating the journey from information and engagement, through development of skills, knowledge and experience, to community empowerment. The post holder will develop regular attendance of Polish people across the Creative People & Places programme.

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Responsibilities

1 Development of an active Polish community engagement plan

- 1.1 In collaboration with the Programme Manager, create and implement a community engagement plan with a specific focus on Polish communities.
- 1.2 Be responsible for the recruitment of members of the local Polish community to Creative People and Places' Local Advisory Groups.
- 1.3 Identify gaps in skills and knowledge, creating and actioning a plan to address these.

2 Development of Polish community groups

- 2.1 In liaison with the consortium partners, support the continuing development and recruitment of local Polish community groups.
- 2.2 Support groups to take decisions about the development of creative and cultural programming
- 2.3 Support the scheduling, administration and production management including licensing, for activities initiated by local Polish community groups.

3 Community engagement and communications

- 3.1 In liaison with the consortium partners, manage the local communications in their area of responsibility to raise awareness of the programme of activities. This will include online and offline activity, and face-to-face contact to build local relationships.
- 3.2 Undertake widescale, continuous consultation with local Polish communities to inform the development of the local Polish groups and their programmes, and engage proactively with a broad range of residents and community groups.
- 3.3 Develop a stakeholder map for the Polish community which is maintained as a 'live' map of engagement. This is likely to include local artists and arts groups, wider community groups, local residents, local businesses, schools, etc.
- 3.4 Develop new strategic partnerships and reinforce relationships between the consortium and local strategic partners, including other community-based service providers.

4 Programme development

- 4.1 Support the Local Polish Groups to develop projects, work with the Affiliate artists and companies, and commission relevant local projects.
- 4.2 Develop projects, within a structured framework in collaboration with local Polish groups, which encourage participants to engage in further activities, and provide guidance on progression, exit routes and further arts and media opportunities based on participants' interests and abilities.
- 4.3 Support local communities' engagement in the arts through developing connections to a range of arts activities outside of the borough and across London.
- 4.4 Support the development and sustainability of local groups which are keen to develop the reach and quality of their activities through providing advice and guidance, targeted training, subsidised or free space, programming or production support, links to the Affiliates, etc

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4.5 Build an enterprise culture within developing arts groups and promote the value of the arts to audiences and participants to develop earned income for activities.

5 Monitoring and evaluation

5.1 Support the monitoring and evaluation of all activities within the programme, specifically capturing required data at activities delivered in the postholder’s area of responsibility

5.2 Monitor the programme and audiences continually and contribute to regular reviews of the programme and engagement strategy at Consortium meetings.

5.3 Working with the Consortium and the Programme Manager, develop an understanding of the journeys of individuals, groups and communities through the Creative People and Places programme to support the production of case studies which enable us to identify the key drivers of change.

6 General responsibilities

6.1 Respond to general enquiries and deal efficiently with any administration requirements related to the planning and implementation of activities.

6.2 Ensure all activities are delivered in a safe and secure environment which is accessible to all targeted participants. The Community Arts Worker - Polish Community Development (part-time) is required to comply with all relevant policies and procedures relating to Health & Safety and the Protection of Children, Young People and Vulnerable Adults; to report all incidents/ accidents/hazards, and to take a proactive approach to such matters in order to protect themselves and others.

6.3 Support equality diversity and inclusion in all aspects of the programme. This will include time spent specifically engaging and supporting vulnerable people and those with additional needs to ensure they can effectively engage with projects.

6.4 Be aware of environmental considerations and minimise environmental harm wherever possible

6.5 Commit to a high level of customer service that will inform decision making and influence the delivery of services, exceeding the expectations of audiences, participants and stakeholders.

6.6 Provide reports and information as may be required in the execution of these duties.

6.7 Work as a team with other members of the Consortium, commit to the achievement of the Consortium’s goals, and both recognise and support the contribution of each member to that common purpose.

6.8 Undertake any training provided by the Consortium, that is appropriate to the post.

6.9 Commit to the Consortium’s policy on Equality Diversity & Inclusion.

6.10 Undertake any other duties commensurate with these responsibilities as management may require from time to time.

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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.

Local Polish groups &

Creative People & Places programme team

Working Environment: The role is active across Hounslow and therefore necessitates time working alone. Time will also be spent working at Watermans in Brentford, and within other project areas in Hounslow.

Notes:

1. The post holder will require DBS clearance at Enhanced Level
2. The Community Arts Worker – Polish community development (part-time) is a part-time post, offered on a fixed term until March 2023. The contract may be extended subject to external funding.
3. Working hours are 20 hours per week. Flexible working, including evenings, weekends and Bank Holidays, is essential for this role. A system of time off in lieu applies.

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PERSON SPECIFICATION

Essential Experience and Attributes

1. Demonstrable experience of working with Polish communities.
2. Knowledge of the theory of community arts work, demonstrated by a relevant qualification or equivalent experience
3. Demonstrable experience of community arts practice or arts development in a community setting
4. Experience of facilitating arts projects involving a range of artforms
5. Written and oral communications skills in Polish.
6. Experience of publicising and promoting small scale arts events and activities in a community context, including use of social media platforms
7. An understanding of how to engage and ultimately empower individuals, groups and communities
8. Experience of working in a multicultural environment, with the ability to handle culturally sensitive issues in an appropriate manner
9. Demonstrable commitment to equality, diversity & inclusion
10. Experience of working with socially and economically diverse communities
11. Experience of developing and delivering projects in partnership with other community organisations or public sector agencies
12. Good communication and interpersonal skills and the ability to adapt to working with a range of groups in different environments
13. Ability to manage groups of people, including groups of children and young people, efficiently and effectively
14. Experience of planning and prioritising work, including a highly-developed attention to detail
15. Knowledge of monitoring and evaluating the impact of sessions and programmes
16. Ability and confidence to represent the Consortium with external bodies and agencies
17. Ability to work both as a member of a team and independently
18. Ability to work effectively under pressure
19. English language and numeracy skills to a level for publicity, project monitoring and reporting

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- 20. Willingness to undertake further professional development as identified
- 21. Flexibility to work weekdays, evenings and weekends

Desirable Experience and Attributes

- 1. Possession of a First Aid qualification
- 2. An understanding of Health & Safety At Work legislation and procedures
- 3. Knowledge of policies and procedures relating to protection of children and vulnerable adults

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